

**BEDFORD PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
July 11, 2025**

A regular meeting of the Bedford Public Library Board of Trustees was held on July 11, 2025 in the Richmond Room. In attendance were Lee Joyce (Chair), Jerry Hanauer (Treasurer), Lauren Saidel-Baker (Trustee), Catherine Rombeau (Alternate Trustee), Kevin Brown (Alternate Trustee), Miriam Johnson (Director), and Caitlin Loving (Assistant Director). The meeting was called to order at 9:03 a.m. Peter Barbuto (Facilities Manager) was present from 9:03—9:33 a.m.

Facilities Update with Peter Barbuto – Facilities Manager—Peter gave a brief overview of the process for moving forward with the bathroom redesign, as well as the work that has been completed at the library in the last year. This includes electrical updates in the staff room, replacing the stair runner carpet, interior painting upstairs, fire protection sprinkler repairs, and repairs and repainting of the exterior trim on the balcony. Future plans include interior painting on the children's room and removing the security gates while replacing the entryway carpeting on the upper level.

Motion: Lee made a motion that the library request a revision of the quote with separate fees from Novo Studios and to then move forward with the schematic redesign; Lauren seconded. The motion passed unanimously.

Secretary's Report—Minutes from the June 13, 2025 meeting were accepted and approved.

Treasurer's Report—The Treasurer's report was reviewed.

Acceptance of Gifts—Miscellaneous donations - \$16.00; Derry Medical Center Foundation - \$1,000.00.

Motion: Jerry made a motion to accept all gifts; Lauren seconded. The motion passed unanimously.

Director's Report – See attached.

Old Business:

Trustee Funds Disbursement Request—Jerry has again requested disbursement of interest from the library trust funds from the Trustees of the Trust Funds and invited them to future Library Trustees meetings.

Public restroom proposal – Novo Studios—Discussed with Peter earlier in the meeting.

Landscape Maintenance—Brief discussion of developing a maintenance plan for landscaping. Miriam will meet with several companies suggested by the landscape contractor for invasive plants and the ash tree. Peter will attend as his schedule permits.

New Business:

NHLTA Renewals—NHLTA has changed the way renewals function, and Jerry will pay for all renewals with a check; all memberships are listed on Miriam's account.

Review Investment Policy (annual review required by RSA § 31:25)—The investment policy was reviewed. No changes were suggested.

Motion: Jerry made a motion to affirm the existing investment policy; Lauren seconded. The motion passed unanimously.

Policy consideration—Search & Seizure of a member of the public—Miriam attended a meeting of urban libraries in New Hampshire where Keene presented their Search & Seizure

policy. There was discussion of developing a policy that is more general, as guidance for staff for working with law enforcement officials while maintaining patron privacy to comply with RSAs.

Budget 2026—There was a brief discussion of asking to convert one part-time position to full-time in the upcoming budget. All were in agreement that the need still existed for both positions requested last year, but only the reference position would be proposed in this year's budget.

The next meetings will be held on Friday, August 8, 2025; Friday, September 5, 2025; Friday, October 3, 2025; Friday, November 14, 2025; Friday, December 12, 2025; and Friday, January 9, 2026. all at 9:00 a.m. in the Richmond Room.

The meeting adjourned at 10:41 a.m.

Respectfully submitted,
Miriam Johnson
Library Director

Caitlin Loving
Assistant Director