**BEDFORD PUBLIC LIBRARY**
**BOARD OF TRUSTEES**
**MINUTES**

**May 24, 2012**

A regular meeting of the Bedford Public Library Board of Trustees was held on May 24, 2012 in the New Hampshire Room. In attendance were Ed Moran (Chair), Tony Frederick (Treasurer), Walter Gallo (Trustee), Mary Ann Senatro (Library Director), and Miriam Johnson (Assistant Director).  The meeting was called to order at 8:00 a.m.

**Secretary's Report** – Minutes from the April 20, 2012 meetings were accepted and approved.
**Treasurer's Report –** The Treasurer's report was reviewed and accepted.
**Director's Report** – See attached.

**Old Business:**
**Meeting Room Policy –** The current policy was distributed and will be discussed at a future meeting.
**Library Strategic Plan** – Mary Ann distributed the handout from the NHLTA conference. Walter suggested contacting Deb Hoadley to see how to get started.

**New Business:**
**DVD Security –** Discussion of alternatives.
**Book Group Etiquette –** Mary Ann distributed guidelines which are used in our book groups.
**HVAC** – We discovered another water leak in the ceiling yesterday in the Oversize area. Discussed moving the equipment outside. Mary Ann will talk with Jim Stanford about contacting Doug Waite to look at this option as the pumps are replaced.
**Policies** – Discussed "What every library must have" from the Trustees manual. Distributed Mission Statement, organizational chart, draft goals and objectives for most recent fiscal year.
**Photocopier** – We own all of our copiers. We will not be renewing the maintenance agreement on the staff copier, which is approximately 8 years old.
**Library Trustee Annual Seminar on Trust Administration** – There are two sessions coming up.
**Library Foundation** – The Foundation approved DVDs funds, an LCD projector installed in the Richmond Room, and an exterior book drop.

The next meeting is scheduled for Thursday, June 28, 2012 at 8:00 a.m. in the NH Room. The meeting adjourned at 10:05 a.m.

Respectfully submitted,
Mary Ann Senatro                                       Miriam Johnson
Library Director                                          Assistant Director