

**BEDFORD PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES**

October 25, 2012

A regular meeting of the Bedford Public Library Board of Trustees was held on October 25, 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 8:02 a.m.

Secretary's Report – Minutes from the regular September 27, 2012 meeting, the special September 27, 2012 meeting, and the special October 2, 2012 meeting were accepted and approved.

Treasurer's Report – The Treasurer's report was reviewed and accepted.

Director's Report – See attached.

Old Business:

Strategic Planning – Mary Ann and Walter are planning some dates. Mary Ann will speak with Deb Hoadley tomorrow and let the Trustees know the time line.

2013 Budget – Mary Ann met with Jessie Levine about our budget. The first budget session is Wednesday, October 31; Mary Ann will present information to the Town Council at BCTV at about 8:00 p.m. Jessie presented her budget last night. Mary Ann asked for an additional 9 hours per week in PT wages. Mary Ann had recommended adding funds for walkway replacement; Jessie removed that and also removed the HVAC replacement CIP money. She would like to obtain the engineering reports DPW expects later in the year, and see if the Facilities manager position is approved; the person in this position could then oversee projects such as these.

New Business:

Library Foundation – The Foundation Gala will be on November 18 at 5:00 p.m.

System Upgrade – The library system took place on Wednesday, October 24.

Purchases for Library – Carpet replacement in Technical Services area is on order. We are deciding on chair styles for the Richmond Room. Discussion of the speakers and microphones in the McAllaster Room which are failing. The cost to replace them is estimated to be around \$1,700.

Motion made by Ed and seconded by Walter to replace the speakers and microphones in the McAllaster Room.

Motion unanimously approved.

Discussion and update on the time/print management system recommended for the public computers. All print jobs will go to a computer station to release. The patron will choose which jobs to print and pay at the vending machine. The system will allow time management of the computers as well as wireless printing.

Motion made by Ed and seconded by Walter to purchase the Envisionware time/print management system with a coin box for printing for the library public computers.

Motion unanimously approved.

The next meeting is scheduled for Thursday, November 29, 2012 at 8:00 a.m. in the NH Room. The meeting adjourned at 9:44 a.m.

Respectfully submitted,
Mary Ann Senatro
Library Director

Miriam Johnson
Assistant Director