

**BEDFORD PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES**

**February 28, 2013**

A regular meeting of the Bedford Public Library Board of Trustees was held on February 28, 2013 in the New Hampshire Room. In attendance were Ed Moran (Chair), Tony Frederick (Treasurer), Walter Gallo (Trustee) via telephone conference call, Mary Ann Senatroy (Library Director), and Miriam Johnson (Assistant Director). The meeting was called to order at 8:06 a.m. Walter left the meeting at 9:18 a.m.

**Secretary's Report** – Minutes from the January 24, 2013 meeting were accepted and approved.

**Treasurer's Report** – The Treasurer's report was reviewed and accepted. The Trustees accounts have gone to the town and been reviewed as part of town's annual audit.

**Director's Report** – See attached.

**Old Business:**

**Strategic Planning Update** – The first session was on January 30 and the second session was on February 20. We have a survey available on line and in print. We will continue it until mid-March. Mary Ann has held sessions with all of the staff as well. The wrap up session of the committee will be held on March 27.

**2013 Budget** – The Town budgetary meeting is on March 6. The Town & School elections are on March 12.

**New Business:**

**Snow Storm on February 9** – The new town manager would like us to stay open unless the Governor declares a state of emergency. Mary Ann has usually made the call, based on the number of part time employees we have and the shift schedules. Mary Ann will talk with Jessie about this. We try to stay open as long as staff can safely travel to and from work.

**Sunday Concerts** – They have become very crowded and people have tried to set up chair in the gallery, causing safety concerns. The Friends are working on ways to mitigate this.

**Maintenance** – The ceiling near the circulation desk has been repaired. We are still waiting for the quote for duct cleaning. After the snow storm we experienced a leak in a new area. It did not appear to be the HVAC or the roof. The roofing company suspects that the snow blew in through the louver of the dormer. We may need to install a screen over it; it appears there is one behind it. This was an unusual storm given the wind and dry snow, and the roofing company received many similar complaints.

**Behavior Policy** – Mary Ann distributed the etiquette for book discussions. Behavior policies and repercussions were discussed. Ed has spoken with Terry Knowles and will talk with LGC.

**Bedford Historical Society** – The Antique Car event in August has been held at the high school, but it is too hot. They asked if it could be held on the grassy area behind the library. The event is on a Saturday. They would drive the expected 50 cars onto the grass by 10:00 a.m., when the library opens. There will be a police detail to keep the library parking lot open for library patrons.

**HVAC** – We would like to continue to have Precision Temperature Control for the annual maintenance. Annual cost is \$6,500 which is the same price it has been for more than 5 years. The Trustees are aware of the benefits of going out to bid, but given the history of the problems of the HVAC system in the past, and given that we do not receive responses for bids, the Trustees believe this is the best option for the library. The company is familiar with our complex system. This year we will plan how to avoid A/C leaks, whether it is sensors or larger pans or wider hoses.

**Motion** by Ed Moran that the library continues having Precision Temperature Control of Bedford, NH performs the HVAC annual maintenance at the library for the cost of \$6,500. Seconded by Walter Gallo. Motion Passed unanimously.

**Meeting Room Policy** – There was a discussion on the pros and cons of a walk-in policy. The Trustees determined that at this time we need to stick to the regular policy, where groups can meet once per month.

**Annual Town Report** – It is available on the town web site: [www.bedfordnh.org](http://www.bedfordnh.org).

**Trains** – The Bedford Boomers would like to enhance the historical Bedford side, cleaning it up and adding some details. The estimated cost is about \$400. In addition, they thought it would be improved by adding low-voltage spotlights.

**Motion** by Walter Gallo to approve the expenditure of up to \$500 to make improvements to the trains on the lower level. Seconded by Ed Moran. Motion Passed unanimously.

Mary Ann will obtain quotes for the lights.

**Bedford Library Foundation** – They are seeking items for the wish list.

The next meeting is scheduled for Thursday, March 28, 2013 at 8:00 a.m. in the NH Room. The meeting adjourned at 9:25 a.m.

Respectfully submitted,  
Mary Ann Senatro  
Library Director

Miriam Johnson  
Assistant Director