

**BEDFORD PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES**

**August 29, 2013**

A regular meeting of the Bedford Public Library Board of Trustees was held on August 29, 2013 in the New Hampshire Room. In attendance were Ed Moran (Chair), Walter Gallo (Trustee), Tony Frederick (Treasurer), Mary Ann Senatro (Library Director), and Miriam Johnson (Assistant Director). The meeting was called to order at 8:20 a.m. Jim Stanford, Director of Public Works, joined the meeting from 8:39 a.m. to 9:04 a.m.

**Secretary's Report** – Minutes from the July 25, 2013 meeting were accepted and approved.

**Treasurer's Report** – The Treasurer's report was reviewed and accepted. The following donations were accepted by the Trustees: Judith Schramm- \$30; Staff of the Discovery Museums, Acton - \$65.

**Director's Report** – See attached.

**Old Business:**

**Budget 2014** – Mary Ann has submitted the budget to the finance department. It is basically the same as last year. Mary Ann distributed a copy of the preliminary figures to the Trustees. The town manager now looks at all department budgets and makes changes before they go to the Council.

**CIP** – Jim Stanford spoke about the CIP procedure in town. Regarding the library portion, Jim explained that the consultant suggested immediate HVAC repairs and mid to long term boiler and HVAC replacement. Jim suggested to the CIP Committee that rather than investing much in the short term for something that would be replaced in 3-5 years, we just replace the system entirely. If the Committee approves, then more engineering studies will need to be conducted. The town manager will have to make a decision as well, and funding options would have to be discussed.

**Security cameras** – They were installed. The Trustees were shown the cameras and monitor.

**Walkway** – The DPW engineer has measured; Mary Ann has given DPW information from Hanover Pavers.

**New Business:**

**Telescopes** – Mary Ann will ask the NH Astronomical Society if they would retrofit a few more and find out how long it would take. Walter will ask Rotary about funding.

**Mechanical Room** – The restoration company will be cleaning the room today.

**Photocopier** – One photocopier is out of service and not worth fixing. We had stopped paying maintenance on it due to its age. We are looking into options for replacement.

**Retreat** – Ed has offered to hold a retreat at his home in North Hampton. We will work on drafting the strategic plan and then set a date to meet.

**Self-contained meeting rooms** – The Town Manager suggested the installation of a physical barrier to address the after-hours meetings. Mary Ann added \$15k to the 2014 budget.

**Generator testing** – On November 11<sup>th</sup>, while we are closed, the generators in town will be tested.

The next meeting is scheduled for Thursday, September 26, 2013 at 8:00 a.m. in the NH Room. The meeting adjourned at 9:59 a.m.

Respectfully submitted,  
Mary Ann Senatro  
Library Director

Miriam Johnson  
Assistant Director