

**BEDFORD PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES**

**August 7, 2014**

A regular meeting of the Bedford Public Library Board of Trustees was held on August 7, 2014 in the Richmond 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 9:00 a.m. Ed Moran left the meeting at 11:00 a.m. Jim Stanford, Director of Public Works, Peter Barbuto, Facilities Manager, and David Mahoney and Jason Church, from CSI Engineering joined the meeting from 10:00 a.m. to 11:15 a.m.

**Secretary's Report** – Minutes from the June 26, 2014 meeting were accepted and approved.

**Treasurer's Report** – The Treasurer's report was reviewed and accepted. The following donations were accepted by the Trustees: Christine Hutchinson - \$24.95; Kevin D'Amour Microsoft Match - \$275.64.

**Director's Report** – See attached.

**New Business:**

**2015 Budget** – The budget process for next year has begun. Mary Ann submitted goals and objectives last week, a copy of which was distributed, and next week the budget estimates are due. All CIP facility requests will be moved from department budgets and coordinated by DPW.

**Computers** – Most of the library PCs were replaced this year; we still have a need for 3 catalog machines. There are no more available for cycling down within the Town. These would require some technical support time for set up. We have a laptop that has Windows 7 capability but is running XP that we would like to have upgraded as well.

**Motion:** Walter moved that the library expend up to \$2,000 to purchase and set up 3 catalog machines, and upgrade the laptop. Tony seconded. Motion passed unanimously.

**Public hearing for acceptance of monetary gift** – We have received a \$5,000 donation. We will have a public hearing at the next meeting.

**HVAC Report** – Update with Jim Stanford, Director of Public Works, Peter Barbuto, Facilities Manager, and two representatives: David Mahoney, Principal and Chief Mechanical Engineer and Jason Church, Mechanical Engineer from CSI Engineering. They reviewed the HVAC report for replacing the system at the library including options, pros/cons, costs, and payback. All options were presented and discussed. Money has been budgeted for a functional replacement of the system of approximately \$450,000. Jim plans to attend the next Energy Commission meeting for their input. He will advise the Town Council that we are still investigating options and that the project will not take place this year.

**Curtain** – Paul Bordeleau would like to install a fire-proof curtain on the round wall in the McAllaster Room. He is not asking for funding, just permission to install it. Permission was unanimously granted.

The next meeting will held on Thursday, September 25, 2014 at 9:00 a.m. in the New Hampshire Room. The meeting adjourned at 11:35 a.m.

Respectfully submitted,  
Mary Ann Senatro  
Library Director

Miriam Johnson  
Assistant Director