

**BEDFORD PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES**

**May 28, 2015**

A regular meeting of the Bedford Public Library Board of Trustees was held on May 28, 2015 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 9:00 a.m. Rick Sawyer, Town Planner, joined the meeting from 9:25 a.m. to 10:00 a.m. Walter left the meeting at 10:00 a.m.

**Secretary's Report** – Minutes from the April 24, 2015 meeting were accepted and approved.

**Treasurer's Report** – The Treasurer's report was reviewed and accepted. The following donations were accepted by the Trustees: Bedford Italian Cultural Society - \$100.00; Judith Maclellan - \$60.00. Microsoft donations will be received electronically after Mary Ann provides them the necessary information.

**Director's Report** – See attached.

**Old Business:**

**Trustee By-laws** – Walter will complete the draft of the by-laws for the Trustees to review at the next meeting.

**Budget Management with DPW** – There has been discussion for the past year about transferring the facilities portion of each building's budget to the facilities manager in the DPW budget. This includes electricity, heating fuel, telephone and landlines, water, property repairs and maintenance, maintenance contracts and custodial supplies. Mary Ann has been assured that the software is able to track the approximately \$170,000 that is specifically for the library. Tammy, the interim finance director, is working with the accounting software vendor to set up the system so that expenses can be tracked for each building. Discussion ensued.

**New Business:**

**Public Comment** – Bob Brooks put forth the idea of a history wall of the Library. Walter suggested that an exploratory committee be formed to plan it. He volunteered to work with Bob. They will ask Fran to assist. Ed appointed Bob chairman, and Walter will report back. Bob would like to assist in planning a celebration for the 20<sup>th</sup> anniversary of the library opening. Bob also brought up the idea of having an alternate Trustee.

**Impact Fee Study** – The Planning Department was asked by the Town Council to look at an impact fee for the Library, as well as three other areas in town. Rick Sawyer explained that, as the report states, it is premature to assess impact fees, rather library expansion should be discussed first. Rick is here to offer assistance in that planning. Impact fees are only put onto residential new construction. The next step is to develop a new space needs assessment to determine if expansion is necessary.

**Fence** – Peter has obtained quotes and about 5 panels of the fence will be replaced.

**Director's Evaluation** – Ed and Mary Ann will talk after the meeting.

**Ice Dams** – Is there no way to eliminate them? Mary Ann will ask Peter for information from Nancy Nichol's inspection regarding the problem areas from the past winter.

The next meeting will held on Friday, June 19, 2015 at 9:00 a.m. in the New Hampshire Room. The meeting adjourned at 10:38 a.m.

Respectfully submitted,  
Mary Ann Senatro  
Library Director

Miriam Johnson  
Assistant Director