

**BEDFORD PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
August 20, 2021**

A regular meeting of the Bedford Public Library Board of Trustees was held on August 20, 2021 in the McAllaster Room. In attendance were Pam Van Arsdale (Chair), Walter Gallo (Trustee), Jerry Hanauer (Treasurer), Catherine Rombeau (Alternate Trustee), Miriam Johnson (Director), and Caitlin Loving (Assistant Director). The meeting was called to order at 9:07 a.m.

Secretary's Report – Minutes from the July 9, 2021 meeting were accepted and approved.

Treasurer's Report – The Treasurer's report was reviewed and accepted. The following gift was accepted: \$100 donation from Jean McGiffin in honor of Jane Beaver.

Director's Report – See attached.

Old Business:

LED Lighting Project – The project is complete, with just a couple of minor adjustments that need to be made.

Space planning – The room layout plan is finalized. Stibler will contact Miriam and Caitlin next week about presenting their furniture bid plan.

Reopening Plan – Meetings held by outside groups will resume after Labor Day. The Trustees agreed that we should change the signage to state that “masks are strongly encouraged, regardless of vaccination status.” We will not require masks to be worn at this time; this will be revisited at the next meeting. Indoor adult programs will resume where we can maintain social distancing. Children's programs will be held outdoors or socially distanced indoors, or over Zoom when those options are not feasible.

ARPA Funding Through NH State Library – Caitlin and Miriam submitted the reimbursement request to the State Library for the funding for the SenSource people counters. The check should arrive by the end of August.

New Business:

SHARP grant – Caitlin and Miriam applied for a SHARP grant from the New Hampshire Humanities Council to digitize and bind the remaining issues of the Bedford Bulletin.

Motion: Pam moved that Miriam Johnson be granted the authority to enter into an agreement with the NH Humanities Council for the SHARP grant. Walter seconded. Motion passed unanimously.

Fine free – Caitlin gave a presentation about going fine-free. There was a brief discussion and the topic will be revisited next month.

Updated Trustee Manual – Copies of the updated manual were given to all Trustees.

Schuster Music Collection – Background information on the collection was distributed.

Motion: Pam moved that we send the letter to Anne Schuster Hunter to move towards deaccessioning the Schuster Music Collection. Jerry seconded. Motion passed unanimously.

Budget 2022 – Miriam went over the proposed 2022 budget.

Staff Training Day – We would like to plan our Staff Training Day on October 11th.

Motion: Jerry moved that the Trustees spend up to \$350 to provide lunch for the staff.

Pam seconded. Motion passed unanimously.

Staff Holiday Party – The Trustees support the staff holiday party. The discussion was tabled to discuss a final amount at the next meeting.

The next meeting will be held on Friday, September 17, 2021 at 9:00 in the McAllaster Room.
The meeting adjourned at 10:19 a.m.

Respectfully submitted,

Miriam Johnson
Library Director

Caitlin Loving
Assistant Director