

**BEDFORD PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
January 15, 2021**

A regular meeting of the Bedford Public Library Board of Trustees was held on January 15, 2021 via Zoom. In attendance were Walter Gallo (Chair), Jerry Hanauer (Alternate Trustee), Mary Ann Senatro (Library Director), and Miriam Johnson (Assistant Director). Pam Van Arsdale (Treasurer) joined via Zoom. The meeting was called to order at 9:27 a.m.

Secretary's Report – Minutes from the December 18, 2020 meeting were accepted and approved.

Treasurer's Report – The Treasurer's report was reviewed and accepted.

Director's Report – See attached.

Old Business:

COVID Update – We have a current positive case on the staff, and several other staff members are quarantining as a precaution. We may be able to stay open regular hours next week, but may determine we need to close to the public in the evening. The Trustees re-iterated that they fully support any decision Mary Ann makes. The cleaning company did a deep clean last night with a disinfectant fog.

Budget 2020 and 2021 – Mary Ann attended the Town Council meeting on Wednesday, which was the first public hearing. No changes were made to the library budget. The next public hearing is on January 27th on Zoom. It is anticipated that Town Meeting will be held in person.

Facilities – DPW repaired a sinkhole in the back parking lot near the catch basin. The exterior doors on both levels have had hardware and hinges replaced which are fob-ready. It is anticipated that we will be moving to fobs rather than keys this year. Peter is still working on the LED project but reported that Eversource has a backlog. Lights and ballasts in the building are failing fairly regularly. The carpets on both levels have been deep cleaned and the generator's annual maintenance was completed. One of our flagpoles rotted and fell over. Kirk has put all of the flags on the same flagpole for now; it is unclear if we will get a second one again.

Programs – Children and adult programs continue to be popular. Lee Ann's Kamishibai story time, which was filmed earlier in the year and is on the library YouTube channel, has had over 700 views. Pam reported that Ty Gagne is interested in giving a virtual program on his new book in March or April. Walter suggested the library have a combination of displays and programs around patriotism, and mentioned several resources in town that we could build on. He will pursue this idea.

New Business:

Equipment Request – Mary Ann requested funding for an additional laptop for staff.

Motion: Pam moved that the Trustees fund a new laptop for the staff up to \$2,000. Jerry seconded. Motion passed unanimously.

Town Report – The library portion of the town report is due at the end of January. Miriam presented a summary of 2020 income and expenses. Mary Ann will send a copy of the library portion of the town report to the Trustees once the narrative is complete. This year the library received approximately 10 years of interest from the trust funds. The trustees of the trust funds should be sending the money annually; Mary Ann will contact them to ensure that is the case.

Retirement – Mary Ann announced her intention to retire in March or April.

Non-public session as per RSA 91:A:3 – Pam made a motion to go into non-public session to discuss personnel, seconded by Jerry at 10:25 a.m. A roll call vote was taken, with all trustees voting in the affirmative. Pam moved and Jerry seconded to return to public session at 10:38 a.m.

A special meeting is scheduled for Friday, January 22, 2021 at 9:00 a.m., via Zoom. The next regular meeting will be held on Friday, February 12, 2021 at 9:00 a.m., via Zoom. The meeting adjourned at 10:40 a.m.

Respectfully submitted,
Mary Ann Senatro
Library Director

Miriam Johnson
Assistant Director