

**BEDFORD PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
February 12, 2021**

A regular meeting of the Bedford Public Library Board of Trustees was held on February 12, 2021 via Zoom. In attendance were Walter Gallo (Chair), Pam Van Arsdale (Treasurer), Jerry Hanauer (Alternate Trustee), Mary Ann Senatroy (Library Director), and Miriam Johnson (Assistant Director). The meeting was called to order at 9:01 a.m.

Secretary's Report – Minutes from the January 15, 2021 regular meeting were accepted and approved. Minutes from the January 22, 2021 and February 4, 2021 special meetings were accepted and approved.

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

Director's Report – See attached.

Old Business:

Director's Retirement – Mary Ann's last day will be March 26, with Miriam's first day on March 29.

New Director's Appointment – Pam noted that the Trustees have hired Miriam Johnson as the new director in a unanimous decision. The assistant director position will be posted internally.

LED Lighting Project – Peter emailed Mary Ann that Eversource will be in to look over the existing lighting on Wednesday, February 17 as a first step in the LED replacement project. The expected return on investment is 3-4 years, in addition to the reduced emissions associated with less energy use. Existing lighting will be replaced with LED and the building will be reassessed before additional fixtures are considered.

Parking Lot – Jeff Foote advised Mary Ann last week that the parking lot would be completed this year. The survey is complete but no design has yet been presented. Discussion ensued regarding green space and asphalt alternatives. The Trustees would like input on the design and landscaping. Mary Ann will invite Jeff to a Trustee meeting for discussion.

New Business:

First Amendment Audits – Mary Ann mentioned the first amendment audit that occurred at several town buildings recently. The library staff have been apprised of appropriate responses.

Financial Audit – Mary Ann advised the Trustees that the town audit is underway and includes Trustee accounts. All statements have been scanned and sent to the finance office.

Town Report – The library portion of the town report has been submitted to the town clerk. The report will be available before voting day in March. The budgetary town meeting is scheduled to be held in-person on March 10.

Job Descriptions – The director and assistant director job descriptions were presented for approval. The major change was the addition of a Physical Demands section.

Motion: Pam moved that the job descriptions be accepted as presented. Jerry seconded. Motion passed unanimously.

Emergency Shelter Request – The preschool director from Creative Kids at BYPC had requested that their emergency preparedness plan list the library as a safe spot if they needed to vacate the premises. The trustees requested more information before making a decision, in light of the COVID protocols and occupancy limitations.

The next regular meeting will be held on Friday, March 12, 2021 at 9:00 a.m., via Zoom. The meeting adjourned at 9:54 a.m.

Respectfully submitted,
Mary Ann Senatro
Library Director

Miriam Johnson
Assistant Director