

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

A regular meeting of the Bedford Public Library Board of Trustees was held on March 12, 2021 via Zoom. In attendance were Walter Gallo (Chair), Pam Van Arsdale (Treasurer), Jerry Hanauer (Trustee), Mary Ann Senatroy (Library Director), and Miriam Johnson (Assistant Director). The meeting was called to order at 9:01 a.m. Jeff Foote, Director of DPW, joined the meeting from 9:01 a.m. to 9:22 a.m.

**Election of Officers** – At the first board meeting following the town elections, officers are elected.

**Motion:** Walter moved that Pam serve as Chair and Jerry serve as Treasurer. Seconded by Pam.

Motion passes unanimously.

**Secretary's Report** – Minutes from the February 12, 2021 regular meeting were accepted and approved.

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

**Director's Report** – See attached.

**Old Business:**

**Parking Lot** – Jeff Foote shared the very preliminary plan for expanding the library parking lot, which basically doubles the number of spaces. This plan is just a starting point, and was meant to maximize the number of spaces. After the engineer finishes with the three dirt road paving projects, the parking lot project will be next in line. The engineering design will get it to 90% completion, then the plan can be fine-tuned. After many questions regarding green space, traffic flow, and emergency exits, it was agreed that the trustees would send their observations and concerns to Jeff in a letter so that he can incorporate that into the plan, with everyone understanding that a balance must be found between maximizing parking spots and creating a beautiful space. Jeff also noted that the Bedford Village Common lot will be paved this year. Mary Ann shared the question from the Craftworkers' Guild about their phone line and gaining access to the conduit, which will be taken into consideration once it is known how much must be dug up.

**Alternate to the Board** – Since Jerry is now a full trustee, consideration should be given to an alternate so that a recommendation may be made to the Town Council by May 1. Pam will check in via email for suggestions. Discussion about expanding the number of Trustees will follow.

**COVID Update** – We have posted our reopening plan on the website. We are still in the same phase, but are considering increasing capacity as it gets busier and prevalence of the virus decreases. We are talking with staff to decide on what the increased capacity will be. There is still a demand for contact free pickup and that service will continue.

**Staffing** – Karen Kilgore has started as the new library clerk.

**Facilities** – A Dutch door has been added around the corner from the circulation desk so that staff can get to the technical services area without adding to the congestion at the desk. The new latches on the front door have needed to be adjusted; they either slam shut or don't latch. Peter has been helping with that. We had another clogged toilet issue. Peter and Kirk will monitor it.

**LED Lighting Project** – Mary Ann reported that the representatives from the company who will be changing out the lights and a person from Eversource walked through the building with Peter, Miriam and Mary Ann. The project is 5-6 weeks out, and should not disrupt operations. They will cordon off areas to work on, and may work longer days. It is not expected to take longer than 2 weeks.

**Financial Audit** – Mary Ann advised the Trustees that the preliminary town audit is complete and the auditors will be returning in a few weeks to finalize it.

**Emergency Shelter Request** – There has been no update as the preschool director from Creative Kids at BYPC has not responded to several phone messages from Miriam.

**Trustees of the Trust Fund** – Mary Ann has been in touch with Ken Petersen and filled out the form requesting the interest from the library accounts. The check will be forthcoming.

**Geothermal Report** – Mary Ann noted that we must file a report with the PUC each year in compliance with the grant money received for the geothermal project. We report energy produced and any education activities. Mary Ann has received phone calls from several libraries interested in geothermal during the past year. We are unusual in that we were an existing building that converted to geothermal.

**New Business:**

**Assistant Director** – Caitlin Loving, who has been Head of Circulation for 12 years, has accepted the position of Assistant Director. She will begin on March 29 and will attend the next Trustee meeting.

**Summer Reading Program Tent** – The children’s staff would like to conduct more outdoor programming this year. Costs of renting vs. buying were discussed, as were the pros and cons of having sides on the tent. Mary Ann noted that this will not impact the progress of the parking lot expansion.

**New Foundation Director** – The Foundation has recommended Catherin Weeks as a director.

**Motion:** Jerry moved that the Trustees approve Catherin Weeks as Foundation Director. Pam seconded. Motion passed unanimously.

**Job Description** – The head of circulation job description was presented for approval. It had not been updated since 2007 and more accurately reflects what Caitlin has been doing in that position.

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

**Retirement** – Pam spoke on behalf of the Board of Trustees in thanking Mary Ann for her calm and innovative manner. She has been a tremendous leader and mentor and has made the library the crown jewel of Bedford. Pam, Jerry, and Walter thanked Mary Ann for her extraordinary leadership. She will be missed.

The next regular meeting will be held on Friday, April 16, 2021 at 9:00 a.m., via Zoom. The meeting adjourned at 10:16 a.m.

Respectfully submitted,  
Mary Ann Senatru  
Library Director

Miriam Johnson  
Assistant Director