

**BEDFORD PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
April 16, 2021**

A regular meeting of the Bedford Public Library Board of Trustees was held on April 16, 2021 via Zoom. In attendance were Pam Van Arsdale (Chair), Walter Gallo, Jerry Hanauer (Treasurer), Miriam Johnson (Director), and Caitlin Loving (Assistant Director). The meeting was called to order at 9:00 a.m.

Secretary's report: Minutes from the March 12, 2021 meeting were accepted and approved.

Treasurer's report: The Treasurer's report was reviewed and accepted.

Acceptance of gifts: No gifts were received.

Director's report: See attached. Report accepted.

Old Business:

Staffing: Caitlin Loving is now the Assistant Director, Caity Jones has moved into the Head of Circulation position, and Patricia Kline-Millard is the new full-time reference librarian. We have posted the part-time reference position externally.

Facilities: The LED lighting project is slightly delayed for approximately two weeks because materials have been backordered. Wasps have returned; Kirk has contacted JP Pest.

Programs: Over 500 people attended children's programs during the month of March! We've had two pop-up story times outside and last week Mischka, the police comfort dog, was able to attend. We have two virtual kids' cooking programs scheduled for April vacation week, which is a new type of program for us. The Ty Gagne program was very successful, both during the live program and with views on YouTube during the week after. Pam thanked Emily Weiss for her assistance with running the Zoom program.

New Business:

Reopening Plan—Discussed reducing the quarantine time for materials. Nearly everyone on staff has received their first dose of the vaccine. We have been discussing reopening more fully on June 1, after staff members are two weeks past the second dose.

Mask Mandate—Discussion of keeping the mask mandate in place for the library. This will be revisited at subsequent trustee meetings.

Motion: Pam moved that the mask mandate remain in place for the library. Walter seconded. Motion passed unanimously.

Disposition of Donated Items—Discussed the telephone booth.

Motion: Pam moved that the library dispose of the phone booth. Jerry seconded. Motion passed unanimously.

Job Description—The description for the reference librarian position was presented for approval. It was rewritten as we could not locate an appropriate older one.

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

Town Email for Trustees—Most members of town boards have email addresses through the town. The trustees determined that an account for the chair would be beneficial. Miriam will contact Nate at the Town IT department to get this started.

NHLTA Conference—The conference will be online conference May 12 and 13, over two days. Those interested will register online and inform Jerry so that one check can be mailed in.

Flowers for Raised Beds—In past years the Trustees have funded the purchase of some flowers for the cutting garden. The staff has requested funding for this year.

Motion: Jerry moved the Trustees fund the garden for up to \$150. Pam seconded. Motion passed unanimously.

Bench—Mary Ann’s bench should arrive in a few weeks. Pam will send Miriam the information on setting the base so that it can be forwarded to Peter Barbuto.

Alternate Library Trustee—Catherine Rombeau was recommended as Alternate Trustee and accepted, pending approvals. Miriam will send the recommendation to the Town Council for approval at the Aril 28 meeting.

Motion: Pam moved that the Trustees approve Catherine Rombeau as an Alternate Trustee. Jerry seconded. Motion passed unanimously.

ARPA Grants—We are brainstorming ideas for potential ARPA grants. Caitlin will be attending two workshops run by the State Library to learn how to plan and apply for these grants.

The next regular meeting will be at 9:30 a.m. on Friday, May 21, 2021 on Zoom. The meeting adjourned at 10:09 a.m.

Respectfully submitted,
Miriam Johnson
Library Director

Caitlin Loving
Assistant Director