

**Bedford Village Free Library**  
**Board Meeting Minutes**  
**February 3, 2021**

**Attendance (via Zoom):**

Ann Cloonan, Ted Eigel, Colleen Gelfand, Scott Harrison, Ray Infarinato, Rob Oden, Olivia Peters, Margaret Scott

**Board Governance Notes:**

Minutes from the January Board meeting approved.

Jenny Shevick joined the meeting briefly where her hard work was acknowledged.

Olivia Peters officially joined the Board.

The Board decides to keep meeting dates as the first Wednesday of the month.

Committees and changes, contact information and Board demographics were confirmed.

The Board unanimously approved the Pandemic Emergency Plan.

**Financial Update:**

Ted reviews current financials. Our financial position remains sound. It began the year high on account of the PPP. Ann is continuing the process of "forgiveness" of the loan. Adjustments were made to the budget to accommodate changes in the cost of computers from WLS and the application in process for updating the technology infrastructure and application for E-Rate - a federal program. The Board also acknowledged the additional \$3,000 from the Town.

**Director's Update:**

The Annual Appeal continues to do very well, raising more money and attracting more donors than at this point last year. Reminders will be sent out in March. It was decided that, due to the higher than normal number of patrons leaving the area, a letter should be sent to the new residents outlining some of the Library's offerings.

Staff and Director's review: Ann presented Staff reviews in which she outlined the roles and responsibilities of each employee. All of the reviews were glowing, in particular for how they have adapted to the challenging circumstances of the last year. It was affirmed that the staff feel safe with current protocols. One of the main challenges for Ann is when staff have to quarantine.

Physical circulation activity for the year was down considerably, however online (especially Overdrive) continues to be robust.

Few patrons are using the browsing by appointment option (about 8 per week still) but curbside pick up remains strong.

Publication of the Annual Report is TBD due to the unusual circumstances of 2020.

Ann continues to look into upgrading heating/ventilation in the building. This will incorporate heightened efficiency, particularly to purify the air. She has received a bid which will be reviewed by an independent HVAC expert, and the Building and Maintenance Committees will support this. The Technology Committee agreed to review the eRate bids.

Children's programming remains strong. Kelly is continuing her weekly Storytimes either outside on the Village Green or via Zoom, depending on weather. Crafts with Christa remain very popular. Grab and Go is very popular especially for the weekly Storytimes. Legos with Gus for grades K-5 has been hugely successful. Kelly is beginning to plan summer programs - the theme this year is Tails and Tales.

YA programming - Maureen and Christa continue to work on the Valentine Crafts for the Community Project for grades 6-12. They have decorated and filled the bags with treats and will distribute them to staff at Northern Westchester Hospital on Valentine's Day. Their next project will be making Birthday Bags which will contain items to celebrate a birthday and will be donated to the Food Pantry. The High School Fiction Writing Contest has launched.

Adult programming - Chess, Canasta and Adult Fiction Writing, all of which were full, are continuing. Birding is run in collaboration with Lewisboro and North Salem. New Adult programs are Intermediate Italian Conversation, Women and Money - these are in collaboration with several local libraries. The three Town of Bedford Libraries are participating in a community read of 'Just Mercy.'

**WLS Update:**

Ann is continuing the process to apply for the E-Rate Program, a federal program which would reimburse up to 60 percent of BFL's IT costs. She is working with a consultant. The plan is to update the internet, firewall and cabling throughout the Library in order to provide the best communication capabilities to the patrons.

**Adjournment:** The meeting was adjourned at 8:20pm.