

Bedford Public Library System  
Board of Trustees Meeting Minutes  
Bedford Central Library  
October 3, 2017

Board members present: Jan Markham, Ellen Wandrei, Max Guggenheimer III, Mary Jo Krufka, Pamela Willoughby, Penny Carter

Others present: Jenny Novalis, Library Director; Dawn Fisher, Big Island Library Manager

Ellen called the meeting to order at 7:00pm.

Ellen asked if there were any additions to the agenda, Jenny would like to add 'library board meeting schedule adjustment' to the agenda. Ellen asked for a motion to approve the agenda, as amended, Mary Jo motioned, Penny seconded, all agreed.

Ellen asked if there were any changes or additions to the last board minutes, there were none. Ellen asked for a motion to approve the last minutes; Max motioned to accept the minutes as mailed, Jan seconded, all agreed.

Public Comments: No public comments

Directors Report:

Dawn Fisher discussed the pilot project to reorganize the picture book collection at Big Island library by subject rather than by Dewey. She stressed that the library would not be doing away with the Dewey classification, and would still be teaching kids how to use a library catalog but instead this re-organization would allow the kids to find what they are looking for more quickly and easily. Our pilot project would rely heavily on previous work done at the Tazwell County library and other libraries that have already done this and report project success for their communities. Dawn discussed the specifics of this project, such as what the subjects would be, what the labels might look like and presented her action plan to complete the project. In all it would affect about 2000 books, use existing staff hours and fixtures as much as possible and would be re-evaluated up to a year after completion to see if this project would be feasible at any of the other BPLS libraries. The Board discussed this project and had some concerns. It was decided to have a board meeting at the Big Island Library after the project is complete in order to see the changes first hand.

Jenny updated the Board on several building projects which Ivan introduced to them at the previous meeting. The new LED lights at Bedford Central are expected to last around 50,000 hours, which would be about 12 years at current operating hours. Also the lights are much more energy efficient, drawing only 5 amps. The new staff door at Forest has been ordered and is being built, lead time was around 5 weeks at last check. County staff agreed to allow us to use the FY18 capital funds to pay for the HVAC work discussed, the electric work will be billed separately. The Board also authorized the Bedford Friends of the Library to hold their 'chocolate

friend-zy' in the main part of the library (after hours) instead of trying to hold it solely in the Bedford Room with no functioning HVAC system. The parking lot light at Bedford Central are scheduled to be worked on prior to election night. As it stands now, the lack of brightness in the parking lot is a safety issue and LED fixtures are recommended. The Board discussed this and felt it would be advisable to fix the lighting issue in the parking lot as soon as possible. Jenny noted this work could be done in conjunction with the Moneta library parking lot LED light project, which was already scheduled for this fiscal year.

Twice a year all the library directors in VA get together for a conference, hosted by the Library of VA. Jenny discussed some of the session topics including the expansion of online library trustee training opportunities, and the widespread Narcon/Naloxone injection education/training for library staff members in urban areas of the state. The Board discussed this controversial topic and noted that more information would be needed.

The Board discussed records retention schedule for 'write off records' and how it applies to the Library. It was decided to follow what the Treasurer's office does and use a 6 year period when considering these write offs.

The Board discussed recommended changes to the holiday policy, to follow the state/county calendar more closely and clear up confusion staff have over what days to observe or not. This policy will come up as an action item at the next meeting.

Jenny noted that the January library board meeting is set to occur on January 2 and asked if the Board would like to continue with the set calendar, cancel the meeting or reschedule the meeting. The Board decided to cancel the meeting.

Due to the timing of this meeting, the financial reports for the previous month are not available, Jenny will email them to the Board when they are compiled.

Ellen asked for a motion to adjourn, Max motioned, Pamela seconded, all agreed. The meeting adjourned at 8:20 pm.