

Bedford Public Library System
Board of Trustees Meeting Minutes
Bedford Central Library
August 1, 2017

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

Others present: Jenny Novalis, Library Director

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

Edgar asked if there were any additions to the agenda, there were none. Edgar asked for a motion to approve the agenda, as amended, Ellen motioned, Penny seconded, all agreed.

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

Public Comments: No public comments

Edgar opened nominations to elect new officers for the 2017-18 Library Board of Trustees. Ellen nominated Penny to be treasurer; Penny nominated Ellen to be chairman and Ellen nominated Max to be vice-chairman. Edgar asked if there were any other nominations, there were none and Edgar asked, all in favor of this slate of officers for 2017-18 say aye, all agreed. Edgar turned this meeting over to the new chairman to continue.

Directors Report:

Bedford County has put out an RFP for commercial real estate brokerage services for the old Montvale school property and a walk-through of the facility was scheduled for Friday August 4. Brief discussion ensued and it was noted that the plan was still to have proceeds of the sale go towards costs to relocate the Montvale Library. One of the heat pump units at Bedford Central has failed and replacement cost is quoted at \$7964.10. Bedford County staff have indicated it could be paid from the CIP amount allocated to Central's heat pump replacement plan. The total approved in the County's CIP for the FY18 project was \$63,000. Jenny also noted that the staff entrance door at Forest Library needs to be replaced. Ivan is getting quotes for that project, but it will be expensive. The Board discussed these needs.

Jenny presented a revised FY18 library operating budget to the Board. Fiscal Management noted that there would be an \$1,190 increase in revenues to account for the difference in health insurance costs from last year. Four expenditure lines were also increased to balance the budget. Ellen asked for a motion to approve the FY18 operating budget, as revised. Jan motioned to approve the August revision to the budget, Edgar seconded, all agreed.

USAC has accepted the Library's 2017-18 funding year e-rate grant request. Jenny noted that the library will not be filing for two eligible telephone services because the reimbursements

would be less than \$100 for the whole year. Telephone reimbursement rates are set at 10%, while Internet/connectivity rate is still sitting at 70% of allowable expenses. E-rate program is gradually phasing out all telephone services from their allowable services list. The 2nd half of 2016-17 funding year reimbursements have been received. That amount is \$29,367.86 and Jenny asked how the Board would like to allocate it. The Board discussed it and decided to split this amount between the building fund account and the IT fund account. Ellen asked for a motion to split \$29,367.86 between the IT and building fund accounts. Penny motioned, Mary Jo seconded, all agreed. The Board briefly discussed the barn swallows at the Moneta Library.

The BPLS is offering all employees a hands-on basic, adult self-defense training in August. The local martial arts academy (in Bedford) has agreed to provide us with the same package they offer to the Dept. of Social Services employees. Consists of 1.5 hour training for basic defense maneuvers. The Board is welcome to attend either training date – August 9 or August 23. So far 22 folks have signed up for the first date and 10 for the second.

The Friends of the Bedford Public Library would like to plan a 40th anniversary celebration during National Friends of the Library Week, October 15-21. They have provided a proposed plan of activities. The Board had questions about Saturday wine tasting program but, otherwise felt it was a good plan. Jenny will follow up with Martha regarding their concerns.

The annual statistics are in and looking at the library's goals in our 5 year plan, a number of them are being met. Jenny noted that the programming objective (The attendance for Library programs, at all locations, will increase by 5%) was showing a 6.3% increase over the last 5 years and from 2016 to 2017 there was a 16% increase in attendance for all library programs, combined. The Board discussed the numbers and wanted some clarification about how the stats are tabulated, in particular, why the count of folks accessing online materials is not counted as a 'visit'. Traditionally and for purposes of the state reporting requirement, a visit is defined as a person walking into the facility. However, online visits can be counted separately and are tracked in other areas of the state report. Jenny also noted that a renewed focus in FY18 was going to be on Goal #2 – The Library will heighten its visibility in the community and facilitate access to its services. One of the purposes of creating the digital services associate position was to help in this area and to provide more advertising expertise both in print and online plus have a 'go to' person to coordinate attendance at area festivals and / or provide other popup library opportunities. There was a discussion about the library's goal of installing mini-self service branches in underserved areas of Bedford County, in particular, the idea of re-using the old Body Camp elementary school facility. Jenny will look into that possibility in the near future.

Financial Report:

Due to the timing of this meeting, there is no financial report available for July. The Board reviewed the end of FY 17 reports. It was noted that outside of the FY17 operating budget, the Library Board spent \$14,494.57 from the building maintenance fund and \$24, 330.06 from the IT fund in FY17.

Ellen asked for a motion to adjourn, Edgar motioned, Mary Jo seconded, all agreed. The meeting adjourned at 8:02 pm.