

Bedford Public Library System
Board of Trustees Meeting Minutes
Bedford Central Library
February 6, 2018

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

Staff and guests present: Jenny Novalis, Library Director; Rosey Clark, Moneta/SML Library Manager; Pete Lewis and Kathy Justice, Moneta Friends of the Library members.

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

Ellen asked if there were any additions to the agenda, there were no additions. Ellen asked for a motion to approve the agenda, Mary Jo motioned, Pamela 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; Pamela motioned to accept the minutes as mailed, Jan seconded, all agreed.

Public Comments: No public comments

Directors Report:

Rosey, Pete and Kathy introduced a plan to create a memorial patio between the building and the flag poles/veterans memorial. The project was conceived by the Moneta Friends of the Library and they would sell memorial bricks to community members who wanted to commemorate their loved ones. A section would be set aside for a tribute to Lib Walker and Marge Cooper as well. They discussed several design aspects, estimated costs, and anticipated community interest. As the money would not be available at the beginning of the project, it could be phased in over time, as memorial bricks were sold. The Board discussed the proposal. Ellen asked for a motion to allow the Friends organization to move forward with this proposal. Max motioned, Jan seconded, all agreed.

Jenny provided an update on several on-going building projects throughout the system including more electrical work on the lighting. Once the weather gets warmer, work can continue on the parking lot light replacement project at Stewartsville, Moneta and Forest. The Forest staff entrance door has been replaced and Ivan has a plan to update the interior lighting at Forest. Knox Boxes have been ordered for Bedford Central and Forest, as well. Heat pump replacement project at Central is progressing.

The Board discussed the recommendation to purchase a new public computer management system. As it turns out the cost of the new system is almost identical to the last erate reimbursement, of \$24,365.10. The cost breakdown between one-time costs and continuing costs was also noted. Over time, the re-occurring costs of the new system are less than what we

would pay to continue running the outdated system. The current system has been in place for the past 10 years and it is becoming increasingly difficult to find compatible hardware and software that will work with the older PC and print management system. Ellen asked for a motion to approve purchasing the new system and use the IT fund account monies. Mary Jo motioned, Pamela seconded, all agreed. As already stated, the erate revenue from July 2017 to December 2017 has been received and totals \$24,365.10. It was suggested the money be put back into the IT fund. Ellen asked for a motion to transfer this amount into the IT fund, Max motioned, Jan seconded, all agreed.

It is coming up on FY19 budget prep season. Jenny reported that she submitted a budget request to Bedford County on January 4 for \$1,642,616.00 which includes an additional \$15,000 to cover increased personnel costs and an additional \$5,000 to cover anticipated health insurance premium increases. Jenny noted that there is \$13,000 available from carryover funds to designate into a fund account. The Board discussed it and Ellen asked for a motion to transfer this amount into the Building Maintenance fund; Max motioned, Mary Jo seconded and all agreed. The employer VRS rate for FY19 and 20 for the library has been calculated at 3.07% which is a decrease from the last two years (3.48%), this rate was released on January 19.

First consideration of a new policy named the Pest Policy or more formally the Suspension of Privileges for Health and Safety Policy. Jenny met with the directors from Campbell Co and Lynchburg Libraries to hammer out the basics of this joint policy since we all share materials through a daily courier service. The policy was introduced and the Board discussed it.

A note that Bill Piatt was appointed to the Library Board of Trustees by Edgar Tuck, he will join the Board at the March meeting.

Two staff members have completed academic terms and are requesting tuition reimbursement. Kristin Robertson, manager of the Montvale library, is requesting \$1000 for two classes – Intro to Tech Services and Libraries, Literacy and Literature. Max motioned to approve the request, Mary Jo seconded, all agreed. Lauren Harper, youth services librarian, completed one course – Research Methods – and is requesting \$545.50. She is expected to graduate in May 2018 and is very excited to be done with school. Max motioned to approve the request, Mary Jo seconded, all agreed. Library employee Kate Forsyth will be retiring on March 1, she was the manager of the Forest branch for a long time and we will miss her professionalism and expertise.

The Board reviewed the financial reports.

Max announced that he will be moving out of the area in April, so his last meeting will be in March. The Board expressed disappointment, but wished him well.

Ellen asked for a motion to adjourn. Mary Jo motioned, Max seconded, all agreed. The meeting adjourned at 8:00pm.