

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

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

Staff present: Jenny Novalis, Library Director

Ellen called the meeting to order at 7:20pm.

Ellen asked if there were any additions to the agenda, Jenny wanted to add an item, Staff development day. Ellen asked for a motion to approve the agenda as amended, Penny motioned, Mary Jo 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; Jan motioned to accept the minutes as mailed, Mary Jo seconded, all agreed.

Public Comments: No public comments

Directors Report:

The BPLS has been approached by the MOPH Chapter 1607 to add purple heart community reserved parking spots at all of our locations. Buck Krantz, the organizer, has found sponsors for the signs at BD, FO, MO and MV so far. Because the library shares the parking lot at Big Island with the school, Mr. Krantz was advised to talk to school personnel to add one at that branch. Ellen asked for a motion to alter the parking lots for this purpose, Penny motioned to do so, Max seconded, all agreed.

Campbell County Public Library has begun purchasing DVDs to add to their collections and Jenny recommends re-evaluating the current sharing agreement between the BPLS, CCPLS and LPL libraries. At the time the agreement was set up, we excluded DVDs from the same reciprocal borrowing rules (holds could not be placed on the other library systems' DVDs) because CCPLS did not actively purchase DVDs and it would not have been a fair arrangement since both BPLS and LPL did purchase new DVDs for our collections. The Board discussed this and agreed to change the circulation rule to allow people to place holds on any DVDs to be sent to the location of their choice for pickup. Ellen asked for a motion to amend the policy. Mary Jo motioned and Penny seconded, all agreed.

The theme for the community read this year is trains. Jenny updated the Board on the Library's planned activities, including a couple escape room events and STEM activities. The book selections are *Trianbots*; *Finding Mighty*; *Boundless*; *Murder on the Orient Express*.

Jenny reintroduced the Suspension of Privileges for Health and Safety Policy as an action item. The Board discussed this policy and Jenny discussed the procedures in place now that staff are following in case an item is returned with bugs in or on the item. Mary Jo motioned to accept the policy as written, Jan seconded, all agreed. Jenny noted some minor suggested changes to the procedure section of the circulation policy as well. The changes are intended to make getting a card easier and updating some older language.

Several public libraries in Virginia have discontinued assessing late charges on children's books/audiobooks. The Board discussed possibly taking this action and felt that the mission of the library is to provide literacy resources to children, in particular, and having this fine rule is a barrier to that goal. Some families will not take their children to the library to check out materials because they don't have reliable transportation to ensure the materials can be returned on time, or any other number of factors. A lost fee would still be assessed at the point in which it is over 90 days due and a replacement copy would need to be ordered. In some cases, other libraries will allow children to read off their fine/fee to allow them to assume some level of responsibility for losing an item. For example, a child can read to a staff member for 15 minutes and earn \$1 off their account balance. Jenny noted that in FY 17 only \$5500 of the \$30,000 in fines/fees revenue was the result of overdue charges on children's materials. That \$5500 can be offset by increasing fines on adult materials or from the new passport service fees (the library brought in \$4800 in this revenue line for the same time period). The Board seemed to be in favor of doing some kind of fine relief efforts for children's materials. However, until we can get LPL and CCPLS to also enact this policy, it would not be feasible for us to do it. Both library directors want to go this route, but have not gotten buy-in from their governing bodies yet.

Jenny would like to offer a second staff in-service day in mid to late April. This would require closing all the buildings for a day. There are several big technology/software changes that are coming up and this would be an ideal time to get all the staff trained on the new system before it goes live. It is important to have a well-trained staff to be able to operate the systems so we can maintain excellent customer service standards. Penny motioned to close the libraries for a staff in-service training day, Mary Jo seconded, all agreed.

Jenny passed out the January 2018 financial reports. It was noted that the e-rate transfers and the carry-over transfers that were approved at the last meeting have not been recorded yet.

New Business: Max announced that he was moving out the area and this would be his last Board meeting. He thanked the rest of the members and suggested a replacement trustee, Sally Santmeyer. Jenny noted that Bill Piatt's appointment was confirmed, but he too decided to move away from the area.

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