

Bedford Public Library System  
Board of Trustees Meeting Minutes  
Bedford Central Library  
May 1, 2018

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

Staff present: Jenny Novalis, Library Director

Ellen called the meeting to order at 7:10pm.

Ellen asked if there were any additions to the agenda, 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; Jan motioned to accept the minutes as mailed, Mary Jo seconded, all agreed.

Public Comments: No public comments

Directors Report:

As part of the ongoing electrical improvement plans at all the buildings, the Forest library's foyer lights are next on the priority list. More than half of them are 'out' and they are the recessed can lights that were original to the building and finding a company who will work on them has been difficult. Ivan was able to find someone who can do the work and we want to get them on his schedule as soon as possible. Jenny asked to Board to approve using monies from the Building fund account to pay for their replacement/conversion to the more modern LED type. Quoted cost for this project was \$4700.00. The board discussed it and Ellen asked for a motion to approve spending from the fund account for this project. Mary Jo motioned and Jan seconded, all agreed.

The staff at the Montvale Library are interested in starting a community garden on the property. Kristin and Cassandra applied for a grant from the Virginia Dept of Health for this purpose and cleared this use of the property from Bedford County. We were notified last week that the library has been awarded a grant from VDH for \$1000. The plan is to use this money to construct 4 raised beds, fencing, and buy dirt, and plants. The timing of the grant is not perfect for the spring planting cycle but they plan to grow lettuce mixes, herbs, root veggies, peppers and other easy to grow crops. Timeline: start planning in June; start recruiting volunteers in May and start planning associated programs for adults and kids in August or September. Kristin will also reach out to the extension office and the master gardeners for assistance or for help with programming.

Jenny gave a brief update on the status for two big on-going technology projects. The Useful project transition has started and is in the early implementation phase. This is the system to replace the Library's PC and print management software/hardware with a modern, less network

intensive product. This product will also allow all the Libraries to provide wireless printing either from an app or directly through the website from people's homes and it will make upgrades much easier to facilitate. The other big technology project is setting up the online summer reading program software. Cassandra and Julie are finished with the setup and staff have been using the sandbox version of the new SRP software to practice on before the system goes live on May 20.

Category 1 E-rate services for next fiscal year have been approved and USAC has us committed for 49,395.50. The category 2 services we requested are still in the review process.

Jenny talked more about summer reading program and demonstrated what the new software looks like from a patron's viewpoint. Staff were able to get detailed training on this at the spring staff day. Staff reaction has been overwhelmingly positive and they are very excited to start programs this summer. The Board discussed Virginia Readers Choice books and Mary Jo suggested we contact local author, Jeri Watts, to see if she is interested in a program. Jenny talked more about spring staff day and thanked the Board for allowing the library to have it this year.

The Board discussed revenue projections for FY19 and Jenny gave them draft numbers. Bedford County is the largest source of funds we have and they are set to finalize their budget on May 14. County staff have indicated that they will level fund us at \$1,622,616.00. VA has not passed a budget yet either, but state aid is estimated at \$171,743.00 which is almost identical to last year. The remaining revenue amounts were discussed. Jenny noted that medical insurance open enrollment is still going on and those rates have not been finalized.

Jenny discussed the need for more staff hours at Big Island, Stewartsville and Montvale. Currently there is one FT manager, one 20 hour employee and one 13 hour employee. The staffing levels have been static since 2007 but use has increased and responsibilities have increased. Jenny felt that with recent personnel changes, there would be enough in the FY19 budget to increase the 13 hour position to 20 hours. The branch managers are strongly in favor of this change as it will allow them more time off the public service desk to perform community outreach. The Board discussed this and agreed that it would be in the library's best interest to proceed.

Jenny passed out the April financial reports. It was noted that the e-rate transfers and the carry-over transfers that were approved have not been recorded yet. The Board discussed remaining expenses for the year and Jenny noted that it will be tight going into the last two months.

New Business: The Board discussed the vacant seats.

Ellen asked for a motion to adjourn. Mary Jo motioned, Jan seconded, all agreed. The meeting adjourned at 8:10pm.