

Bedford Public Library System
Board of Trustees Meeting Minutes
Bedford Central Library
June 5, 2018

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

Staff present: Jenny Novalis, Library Director; Debbie Morin, guest

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

Ellen asked if there were any additions to the agenda, no additions. Ellen asked for a motion to approve the agenda, Penny motioned, Jan 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:

Jenny presented the draft FY19 operating budget. Revenue sources and amounts were discussed at the May meeting, but Jenny noted that the state aid amount will be increasing. Virginia's budget includes an \$250,000 increase in FY19 for state aid amounts and a \$500,000 increase in FY20 but due to the timing of the final state budget, the library of Virginia has not had time to adjust the estimated state aid amounts for each public library yet. The new revenue number should be available after June 11. The Board discussed a few of the expenditure lines and some upcoming changes in contractual services and policies that might result in different estimated expenses. Ellen asked for a motion to approve the FY19 operating budget as presented. Penny motioned to approve it, Mary Jo seconded, all agreed.

The Board discussed the draft public meeting dates and made a few changes because of holidays and other known time/date conflicts. Ellen asked for a motion to approve the public meeting dates for FY19 as amended. Mary Jo motioned to approve the revised dates, Penny seconded, all agreed. Jenny will send out the new list of dates.

Jenny presented three personnel policy updates that the Board may want to consider. The Travel and Expense Reimbursement policy includes provisions for substitute employees to get mileage reimbursement if subbing in a location other than their assigned home location. Jenny noted that due to a tight budget in FY19, this may be a good time to reconsider that benefit. It was noted that for cases where a temporary worker is placed in long term assignment (such as filling in for someone on maternity leave), this benefit could still be granted to substitute workers.

The Position Classification Policy was last updated in 2004 and does not take into consideration any minimum education levels that are included on each position description. Jenny suggested language to include this in the policy when determining where a position fits into the overall salary /wage pay grade schedule since the library does pay those with a higher education attainment more money. The revision would also include a provision for determining where substitute employees fit in the pay scale and create a framework to determine an appropriate wage for those employees in the chosen pay scale. The third policy, Pay Plan Policy, had not been revised since 2004 either. The changes here apply to procedure section and address the new appraisal methods used by the Library. Throughout both of the older policies, small language changes were also proposed that would remove references to positions, such as assistant director, that are no longer in the library's administrative structure.

Kristin Robertson and Lauren Harper are requesting their final tuition reimbursement payment for FY18. It was noted that Lauren has already been awarded her MLIS degree and Kristin will be getting hers in FY19. Ellen asked for a motion to award the remaining eligible amounts to these staff members, \$1000 to Kristin and \$395.50 to Lauren. Jan motioned to award the tuition reimbursements as requested, Penny seconded, all agreed. Cassandra Baldwin has just entered into an MLIS program and will be seeking tuition benefit next fiscal year.

Jenny noted that as of 5/29 there were already over 500 kids/teens registered for summer reading program. People are reporting that the new software is easy to use and that the signs are working well to increase attendance for this program. The large programs are set to start this week with the Rock Star Magicians.

Fiscal Management has not provided the May reports for revenues/expenditures. The Board discussed remaining expenses for the year and Jenny noted that the May expenses should come in around \$140,000. Using the more conservative revenue projections, that will still leave around \$132,000 for the June expenses, which is acceptable. Bedford County has released the implementation schedule for their new fiscal management software, Tyler Munis, and the good news is that with the new system the library will be able to see real-time reports and provide better budgeting capabilities. Phase 1 includes the financial section and is set to go live this time next year. The Payroll and HR functions are scheduled in phase 3 which is planned to go live between 4/2019 - 1/2020.

New Business: County Administration would like to include both the Board appointments on the June 25 agenda.

Ellen asked for a motion to adjourn. Mary Jo motioned, Penny seconded, all agreed. The meeting adjourned at 8:15pm.