

Bedford Public Library System
Board of Trustees Meeting Minutes
Bedford Central Library
August 7, 2018

Board members present: Jan Markham, Ellen Wandrei, Mary Jo Krufka, Penny Carter, Debbie Morin, Randy Cox

Staff present: Jenny Novalis, Library Director

Ellen called the meeting to order at 7:02pm,

Ellen asked if there were any additions to the agenda. Jenny noted one addition, Request from the VA Dept. of Health. Ellen asked for a motion to approve the agenda, as amended. Penny motioned to approve the agenda as amended, 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 minutes, as mailed; Penny motioned, Debbie seconded, all agreed.

No public comments

Board Chair Report: Ellen opened the floor for nominations for new officers. Penny nominated the same slate of officers as last year. Discussion about the vice-chairman position ensued. Randy agreed to serve as vice-chairman, if the board approved. Ellen asked for further discussion on the matter, there was none, Ellen closed nominations. Penny motioned to appoint the same officers to chair and treasurer positions, and appoint Randy as vice-chairman. Jan seconded the motion, all agreed. The officers for FY19 will be Ellen as chairman, Randy as vice-chairman and Penny as treasurer.

Director's Report:

Jenny presented the revised FY19 budget, a revision was needed because the State Aid amount was going to be higher than the estimates. The difference of \$2,762.00 was allocated to several materials expense lines (books and DVDs). Mary Jo motioned approve the revised budget, Jan seconded, all agreed.

Three policy revisions were presented for the Board to consider. The Board discussed some of the proposed changes. Penny motioned to approve the pay plan policy, as revised; Debbie seconded, all agreed. Jan motioned to approve the travel and expense reimbursement policy, as revised; Penny seconded, all agreed. Mary Jo motioned to approve the position classification plan policy revision, Penny seconded, all agreed.

Jenny updated the Board on some of the larger building expenses that occurred since the last Board meeting. The 2 year heat pump replacement project for Central (from the County CIP plan) that had been discussed by staff will be put on hold until next fiscal year. The CIP did still include parking lot resurfacing at Central though. Heat pump #9 which controls the air/heat in the upstairs meeting rooms has been intermittently failing. County staff did indicate that the remaining funds from the original allocation last fiscal year could be put towards the replacement cost for this unit. That amount is around \$6,000 but won't cover the entire cost. The Board discussed this situation and building expenses in general. Penny motioned to take the remaining amount to pay for HP#9 out of the building fund account, if the County is unable to cover the whole cost; Randy seconded, all agreed.

Jenny updated the Board on the Useful, public computer management/print system installation. It has gone live at 3 of our locations and the remaining three should be completed by the end of July. IT staff are working out some minor setup issues and desk staff are all being trained in the new system, as it goes live. This system is much easier to manage from a staff perspective, and allows for more flexibility when placing public computers for patron use, especially for catalog-only machines and summer reading program signup machines. Most patrons are happy with the new features such as remote printing and have adapted well to the changes. The Library's current copier contract is expiring and staff have been shopping around for a new vendor. The hope is that the new machines will allow for self-service faxing as well as help reduce our dependence on small business printers at each location and cut down on our overall toner costs, which were estimated at over \$12,000 last fiscal year. Julie has been talking with the various Friends of the Library groups to make sure they are comfortable with the change too.

Fiscal year 2018 statistics have been compiled and shared with the Board. The numbers for circulation (of physical items) has increased from last year in almost all branches, which is not the trend we are seeing across most of Virginia's public libraries. Programming attendance numbers continue to increase as well, and staff are doing an excellent job getting folks through the doors. The summer reading program subset of stats will be available at the September meeting.

The Virginia Department of Health would like to use the Bedford Room at Central for free HIV and STD health screenings a few times this year. This use fits within the meeting room policy.

Financial Report: The Board reviewed fiscal year-end income/expense report for the operating budget. Jenny noted that it was a tight budget year again this year. Fund account balances were reviewed and some Erate program changes were discussed. The 2nd half of 2017-18 funding year category 1 reimbursements have been received and totals \$24,326.26. The Library Board discussed where to transfer this money, as well as the state of the Library's vehicles. Penny motioned to split it evenly between the building maintenance fund and the IT fund; Jan seconded, all agreed. Jenny introduced some recommended capital project priorities for FY19 and estimated costs. More concrete costs and project details will be available closer to their action dates.