

**Bedford Public Library System
Board of Trustees Meeting Minutes
Forest Library
December 4, 2018**

Board members present: Mary Jo Krufka, Penny Carter, Ellen Wandrei, Debbie Morin, Randy Cox and Pamela Willoughby

Staff present: Jenny Novalis, Library Director

Ellen called the meeting to order at 5:06pm.

Ellen amended the agenda to include a closed session. Ellen asked for a motion to approve the agenda, as amended. Mary Jo motioned to approve the amended agenda, Penny seconded, all agreed. Ellen asked for a motion to approve the minutes from the October meeting. Randy motioned to approve the minutes, Penny seconded, all agreed.

No public comments

Jenny provided an update and summary of the recent building re-wiring projects at the Moneta and Stewartsville Libraries. The project was completed ahead of schedule with only minimal interruption to the public. As discussed when the FY19 budget was approved, the costs to replace the cat5 cabling is eligible for E-rate reimbursement and the library should be receiving \$18,548.60 from USAC after the next forms are filed. Telephone line replacement is not covered but was only a small portion of the project cost. Jenny noted that the other category 2 E-rate project has not been scheduled yet but will be eligible for around an \$8000 reimbursement. The Library will be filing for both category 1 and 2 reimbursements as soon as CNIC bills us for the work completed.

Initial paperwork for the fund year 2020 E-rate grant has been started. Bids for the category 1 items came in from our current Internet provider and one other. Staff want to replace the internal wiring at Bedford Central along with one piece of network equipment, the Library received bids from 5 service providers for this category 2 project. Staff are in the process of evaluating the responses.

Several unplanned projects arose since our last Board meeting relating to buildings and vehicles. The Board discussed the age of some of the building components. Jenny asked if the Board would consider using fund account monies to pay for the largest of these expenses. The transmission in the 2012 work van needed to be repaired at a cost of \$2400 and the 2015 courier van had a tire blow out on 460 between Montvale and Bedford but cost was only \$419 to get new tires. Penny motioned to pay for the transmission work at a cost of \$2400 from the vehicle fund account, Randy seconded, all agreed. Jenny noted the cost of tires can come out of the operating budget, if the Board chooses. Jenny updated the Board on the emergency replacement for the Stewartsville heat pump unit. The Board discussed the status of the heat pumps at all the buildings and the addition of a CIP item to the County's 5 year plan to take a proactive approach to future replacement costs. Jenny noted a possible cost sharing arrangement with the County to cover the cost of a new heat pump at Stewartsville. Penny motioned to use the building fund account to pay for up to half of the replacement Stewartsville heat pump, Debbie seconded, all agreed.

The Forest electrical project that was approved at the last meeting has been finalized and the vendor indicated it would take about a week to complete the ballast work on all 56 can lights, and there was no need to close the building. He anticipated being done by January. The Board discussed the last County CIP work session items, as relates to future library projects.

The Board discussed FY 20 library operating budget priorities. Jenny distributed the FY20 state aid estimates and noted that the annual bibliostat report has been submitted to the state library and is available upon request. The library has also received a \$500 grant from ALA to expand the Hour of Code programs.

The Board considered a tuition reimbursement request from Katie Hoffman for her last semester of tuition, per the library's policy. She will be receiving her MLIS degree in January 2019. Mary Jo motioned to approve the tuition request for \$2000, Penny seconded, all agreed.

The Board considered a request from staff to have December 31, 2018 designated as a holiday for the library. The VA state calendar lists it as "8 additional hours holiday". Penny motioned to designate Dec 31, 2018 as a holiday for the Library System, Debbie seconded, all agreed.

The Board discussed the use of Narcan in public libraries in VA. A pharmaceutical company has pledged to provide two doses of the nasal spray version to every public library. The state library is advising local systems to decide on their own whether to offer Narcan or not. After debate, the Board decided to table this discussion for a future meeting.

The Board reviewed the most recent operating financial statements, revenues and spending through October 2018. The Board discussed the fund account balances and anticipated E-rate revenues for FY19.

Penny motioned that the Board adjourn into closed session under code of Virginia 2.1-344 A 1, to discuss personnel matters. Debbie seconded, all agreed. The Board adjourned into closed session. The Board reconvened in open session at 6:30pm. Ellen read: I hereby certify that to the best of my knowledge only public business matters lawfully exempted from open meeting requirements under Code of Virginia section 2.1-344 were discussed and only such public business matters as were identified in the motion by the executive session was convened were heard, discussed or considered. Pamela motioned, Mary Jo seconded, all agreed.

Ellen asked for a motion to adjourn. Mary Jo motioned, Debbie seconded, all agreed. The meeting adjourned at 6:40pm.