

Bedford Public Library System  
Board of Trustees Meeting Minutes  
Bedford Central Library  
September 4, 2018

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

Staff present: Jenny Novalis, Library Director

Ellen called the meeting to order at 7:05pm

Ellen asked if there were any additions to the agenda. Jenny noted one addition, review of library projects for the County CIP FY20+ . Pamela motioned to approve the agenda, as amended; Mary Jo seconded, all agreed. Ellen asked for a motion to approve the previous minutes. Debbie motioned to approve them; Randy seconded, all agreed.

No public comments

Jenny presented the statistics from summer reading program. The number of residents signing up online has been consistent with previous years, but the overall number who completed the activities/reading logs increased. The library set a goal to have kids log a combined 20,000 minutes over the course of the summer program and it was surpassed. The Board discussed the program attendance at all the branches and reviewed the stats. Jenny noted that there are additional programs planned at Forest and Bedford Central Libraries next year because of the increase in attendance and popularity of this summer program. The staff were very pleased to a rise in infant attendance across the board at the summer rock-a-bye reader/mother goose on the loose programs.

The Board reviewed the current long range plan. Jenny noted that the plan expires in 2020 but the Library of Virginia does require an annual review. Ellen asked for a motion to re-authorize the current plan, as mailed. Jan motioned to approve the plan; Mary Jo seconded, all agreed.

Each year on Columbus Day the BPLS holds a system-wide training day. This year it will be held at the Montvale Library and include a morning training on the new online resources/databases available to all public libraries through the Library of Virginia, a meeting with our youth STEM programming staff, and the Bedford County Sheriff's Office will be conducting active shooter training in the afternoon. All Board members are invited to attend. Agenda for the training day was handed out. A discussion about safety procedures ensued.

Staff have identified several festivals, seasonal events, and other outreach opportunities to increase community awareness of our services and resources. Some of them include Centerfest, Bedford County Fair, Bedford Get Together, PTA back to school nights, Spooktacular, Raintree community day and a couple others. The Board suggested other events that the library should participate in, if possible, including Grosses Orchard festivals, Forest Farmers Market, Elderfest, Otter Mill day, and Mountain Run Jam.

The Board reviewed the income/expense report from the end of July 2018. Jenny noted that it looks like a disproportionately amount of expenses, but there are several contracts that are paid annually and they almost all come from the first month of the new fiscal year. Jenny also noted that there are a few Erate-eligible projects to be completed this year, rewiring the Stewartsville and Moneta Libraries. Figures were briefly discussed when the budget was approved, but the final costs will be less than anticipated. Jenny will be submitting the FY20 library projects for consideration within the County CIP on Friday. She reviewed the projects already completed and noted that for the current year, parking lot resurfacing at Central Library is included along with several other re-paving projects the County is doing. The two largest projects to be considered in the next 5 years are the Forest Library expansion and construction of a new Montvale Library. The Board discussed these projects and instructed Jenny to proceed. More detailed information will be presented at the next Board meeting.

Mary Jo suggested the Board consider changing the schedule of meetings so that they can visit all the County library, not just have their meetings at Central. The Board agreed that would be a good idea and discussed where to hold the rest of the FY19 meetings. The changes were recorded, and the Board unanimously approved the new schedule of meetings.

Ellen asked for a motion to adjourn. Mary Jo motioned, Jan seconded, all agreed. The meeting adjourned at 8:05pm.