

Bedford Public Library System
Board of Trustees Meeting Minutes
Stewartsville Library
April 2, 2019

Board members present: Ellen Wandrei, Debbie Bahouth, Jan Markham, Randy Cox, and Pamela Willoughby

Staff present: Jenny Novalis, Library Director; Nicole Sheppard, Stewartsville Branch Manager; Julie Wyatt, Technology Librarian

Ellen called the meeting to order at 6:03pm.

Ellen asked for a motion to approve the minutes from the previous meeting. Debbie motioned to approve the minutes, Jan seconded, all agreed.

Ellen asked for a motion to approve the agenda, as amended. Jan motioned to approve the agenda as amended, Debbie seconded, all agreed.

No public comments.

Julie described the current Internet capacity to the Board, noting that for the Stewartsville library, in particular, it is lacking adequate bandwidth. During the last e-rate cycle the library asked for several bids based on what is currently being provided, cost for 100 Mbps per location and cost for 200 Mbps per location. At the January meeting, staff had recommended increasing bandwidth at all locations due to increased demand and more web-based software being used by the system, when the current contract expires. Julie explained what these numbers mean and how we can get better service but pay just about the same monthly cost after buying out the contract for the three lines that are not expiring. The Library would be able to recoup that cost in about nine months. A brief discussion ensued and the Board asked when the effective date of the new service would be, Julie responded that the effective date would be July 1. Jenny noted that the County attorney has already reviewed the service contract, in anticipation of this meeting. Ellen asked for a motion to approve the new Internet contract and buy out the three lines from the unexpired contract. Randy motioned to approve this action, Jan seconded, all agreed.

Nicole updated the Board on several recent events at the Stewartsville library, including a visit by the third grade classes from Stewartsville Elementary. She continues to offer chess club, which is popular and provide outreach services to the Mineral Springs school. Nicole described how the Virginia Readers Choice program works and gave some background as to how the libraries decide to purchase the award nominated books. Last year the primary school reading level books circulated over 600 times, the elementary age reading books circulated about half as much and as is often the case, the middle school and high school level books circulated the fewest. The next batch of VRC books for 2019-2020 have already been ordered, and should be in the catalog shortly.

There was some water damage at the Forest library when an incoming water pipe in the staff bathroom broke due to age and wear. Staff took immediate action to turn off the water to the building, call Ivan and move most of the equipment/furniture out of the way of the seeping

water. Tommy's was called in to vacuum and dry the carpet and Johnny on the Spot came the same day to put a temp pipe in so the water could be turned back on. A permanent fix has been made and Ivan plans to file a claim to the insurance company for this event. Jenny asked if the Board would approve paying for these bills from the building maintenance fund account, there were three bills that totaled \$2265.00. Debbie motioned to pay for these costs from the building maintenance fund, Randy seconded, all agreed. The Board asked for any updates on the building foundation/water issue at Bedford Central that Ivan briefed them about at the last meeting. Jenny noted there was no update and the Board discussed some options on how to fix the issue.

Staff are working on a fundraising campaign to coincide with Library Giving Day. Jenny described the project and noted any monies received from this event would go toward youth programming initiatives.

There will be more personnel turnover in Moneta, as Liz Leon has accepted another job, to end her employment here at the end of April. The youth program coordinator position description has been revamped and interviews should be starting shortly. In the meantime several staff are helping with SRP preparations. Jenny asked if the Board would like to allow staff to hire interns this summer. The Board like the idea and suggested that if the student's school would be able to offer credit for the internship, it could be unpaid. Randy had several good suggestions for how to proceed as well.

Financial Report

Jenny noted that the end of February financials show about 66% of the budget expended. Revenues for a couple lines, fees & fines and lost items, are lower than expected but income from passport fees are higher than expected. Hopefully the library will have more 'real time' financial reports once the County moves to its new financial software. The Board discussed the status of the County's CIP and Jenny noted that staff have indicated the Forest expansion will be a hard sell this year. Jenny distributed some information that Sheldon had requested on meeting room use at Forest.

Ellen asked for a motion to adjourn. Jan motioned to adjourn, Debbie seconded, all agreed. Meeting adjourned at 7:20pm.