

**Bedford Public Library System
Board of Trustees Meeting Minutes
Bedford Central Library
February 5, 2019**

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

Staff present: Jenny Novalis, Library Director

Ellen called the meeting to order at 6:00pm.

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

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

No public comments.

Directors report:

Interviews are underway to hire a new Moneta Library manager. Jenny shared the job description, sample interview questions and sample applicant ranking sheet with the Board. The hiring committee, which consists of the library director, the technology librarian and the current moneta library manager, will be interviewing 7 candidates.

Jenny explained a loop-hole in the way our ILS imposes limits on DVD check outs. Policy states a max of 6 DVDs per card can be checked out, but in actuality, the system does not limit DVDs in this fashion. What happens is that it limits 6 of a certain type of DVD per card, not 6 total of all DVDs. For instance, a patron would be allowed to check out 6 youth DVDs on top of 6 regular DVDs. Staff discussed this issue and talked with CCPLS and LPL staff and decided that we all have enough titles in our overall DVD collections to not limit as heavily as we have in the past. The Board does not have to take any action on this.

The Board discussed the Lost or Damaged policy revisions first presented at the January meeting. Mary Jo motioned to approve the policy as amended, Penny seconded, all agreed.

The LED “can light” ballast replacement at Forest has been completed and Ivan is scheduling additional ballast replacements throughout the rest of our buildings as time permits. The Board discussed status of the exterior leak at Central (by the DVD section) and a new roof leak at Big Island. Ivan had to replace nine shingles and he checked the area for possible mold growth on the drywall and around the vents. Jenny noted that a new roof at Big Island is one of the projects on the County CIP plan but, the latest draft plan has it in year 2020-21. The Board discussed Campbell County Library System’s issues with mold at the Rustburg library. Ivan will be coming to the March meeting to discuss and update the Board on our buildings, grounds, and vehicles.

The overall FY2020 library operating budget request was submitted to the Fiscal Management office. This is not the detailed breakdown, but just the general amount. The request included additional personnel money and additional building maintenance money, for a total of \$12,000 more than what the County allocated in FY19.

E-rate reimbursements for July – December 2018 category 1 services has been received. Jenny asked how the Board would like to allocate those funds. The Board discussed and Ellen called for a motion to move \$11,959.50 into the IT fund and \$11,959.50 into the Building fund. Penny motioned to do this, Randy seconded, all agreed. Jenny noted that there will be at least one more e-rate reimbursement coming before the end of the fiscal year, and it should be around \$26,000, depending on what equipment is actually purchased.

Staff have worked out details for the new curbside pickup service at Forest and the start date for this will be March 4. Staff may need to adjust a few processes to get it right, but we do anticipate expanding the pilot project to other branches.

Fiscal management did not have the January financial reports available.

Ellen asked for a motion to adjourn. Mary Jo motioned to adjourn, Penny seconded, all agreed. Meeting adjourned at 7:02pm.