

Bedford Public Library System  
Board of Trustees meeting Minutes  
Bedford Central Library  
June 4, 2019

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

Staff present: Jenny Novalis, Library Director

Ellen called the meeting to order at 4:05pm.

Ellen asked for a motion to approve the agenda, as amended, adding "holiday schedule". Penny motioned to approve the agenda, as amended, Jan seconded, all agreed.

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

No public comments.

Jenny provided a brief update on the Library's summer reading program activities. As of Memorial Day, 348 kids and teens had signed up. Stats at this point show that the branch with the most sign ups is Forest, and the majority of registrations have picked "homeschool" or "other" as their enrolled school. Randy had several nice things to say about the escape room program and how well the intern is doing at Big Island.

The Board reviewed the draft fiscal year 2020 operating budget. Penny noted that only a few of the lines needed to be changed from the previous year and that she and Jenny had met in May to finalize the draft. The Bedford County Board of Supervisors has not approved their final budget for 2020 but, the county contribution amount is not expected to change between now and June 10. The amount of money needed for the cost of living increase may change, but for now we have been advised to use a placeholder of \$31,000. The personnel amount may change slightly after June 10, due to this factor. The Board discussed the draft budget. Ellen asked for a motion to approve the operating budget, as presented. Penny motioned to approve it, Jan seconded, all agreed.

Jenny distributed the end of April revenue/expense report and noted that the personnel expenses have been corrected. It is too early in the month for fiscal to have the end of May report available. There are two months left in this year, and around \$300,000 to spend, which is on target. The estimated expenses in May were \$160,000. Ivan is ready to move forward with the parking lot light replacements at FO, MO and SV. He plans to pressure wash the buildings at the same time, since we will need a lift to do the lights anyway. His anticipated budget for this project is \$21,000, which is what is available in the building maintenance fund account. Jenny noted that this project has been in the works for a few months, Ivan first presented the plan at the March 2019 meeting. The Board expressed concern that there would not be any funds left in the account after this project but, monies could always be moved from the vehicle or IT fund accounts to cover any emergency expenses. Jenny also noted, that the County intends to continue the heat pump replacement plan for the library in their 2020 CIP and has already agreed to pay for the last two emergency replacements at Big Island and Moneta. Jan noted that it is a safety issue, not having adequate light in the parking lots. Ellen asked for a motion to

approve the expenditure. Jan motioned, Penny seconded, all agreed. The library expects to receive two more E-rate reimbursements in the next month or so, as well.

Jenny read the memorandum from Bedford County regarding July 5 – “On May 13, 2019, Governor Ralph Northam granted Commonwealth of Virginia employees with an additional eight (8) hours of holiday leave on Friday, July 5, 2019. As the Bedford County Board of Supervisors adopted the policy to follow the State holiday schedule, County offices will also observe July 5, 2019 as a holiday. Normal holiday pay practices will apply. As some departments are required to continue operations on holidays, each department head will determine necessary work schedules and staffing arrangements in order to provide adequate support to county citizens.” The Library has several public programs planned for that day and it is right in the middle of summer reading program. Typically the Library follows the State holiday schedule with regard to extra holiday days, but it will be difficult to reschedule these programs. Jenny suggested the library could stay open that day, and holiday pay could be granted to eligible employees to be used at a later date, as scheduling permits. The Board liked this idea and set the time period to use the holiday hours as within the next two pay periods. Ellen asked for a motion to grant holiday time for July 5, but not close operations that day. Debbie motioned to approve this action, Randy seconded, all agreed.

This is Ellen Wandrei’s last official board meeting before her term expires. The Board thanked Ellen for her many years of service as a Library Board of Trustees member.

Ellen asked for a motion to adjourn. Penny motioned, Debbie seconded, all agreed.

The meeting adjourned at 5:00pm.