

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

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

Staff present: Jenny Novalis, Library Director and Ivan Kirby, Facilities Manager

Ellen called the meeting to order at 7:03pm.

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

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

No public comments.

Buildings, Grounds and Vehicles Report:

Ivan Kirby reported on the next 5 -10 year needs of the library buildings, these do not include the items submitted for CIP funding through the county. At Bedford Central the interior will need to be painted, the public bathrooms overhauled, finish converting the existing ballasts to LED and there is an ongoing foundation leak on the ground floor, under the Registrar's Office. Ivan showed the Board where the water has been pooling on the exterior of the building and where it ends up due to the poor drainage near the sidewalk. Big Island library's interior will need to be painted, will need some sort of outside storage building on site and the roof will need to be patched periodically until it is replaced. At Forest the parking lot lights and some exterior can lights will need to be converted to LED and the building needs to be pressure washed. Same for Stewartsville and Moneta. At Montvale the library parking lot lights are now functioning and it will need some paint. Ivan's priorities for the next year will be to pressure wash the buildings, fix the leak at Bedford and convert the parking lot lights to LED. Ivan reported that the courier van is good up to about 250,000 miles and the other two vehicles are good. The Board asked a few questions and thanked Ivan for this update.

Directors report:

Liz Leon started at the Moneta Library as manager, on February 18. She was formerly with the Sweet Briar Library. The applicant pool was very competitive. Cassandra Baldwin will be resigning in April and Jenny plans to overhaul the position duties before posting a job announcement. The Board suggested the library look into offering an internship opportunity for help over the summer with programming.

ALA nationwide conference is in Washington DC this year. Several staff have expressed interest in attending and it has been over 4 years since we sent staff to a national library conference. The Board agreed this would be a great opportunity for our staff to participate in and enhance our library system. The Bedford and Forest Friends of the Library have agreed to

pay for the hotel expenses for 4 staff to attend. The Board expressed their gratitude at this generous gesture. 3 of the 4 attendees received their MLIS degrees in the last two years and this will be their first national conference experience.

There is an overall increase of \$500,000 for state grants in aid to public libraries in VA thanks to the General Assembly and the Governor. The Library of VA updated their FY20 estimates and Bedford Public is set to receive about \$8500 more than this year. The last two items have been completed in order for the library to qualify for state money, the audit has been mailed off to them and the annual bibliostat report has been filed. Following up from the Internet service provider bids received for our next contract cycle, Julie Wyatt, our Technology Librarian, will be attending our April meeting and will provide details at that time.

Lynn Boggess would like to join the Foundation Board as a community member. She is a Montvale resident and has many ties to the community. The Board does not have a member representing the Montvale area. Ellen asked for a motion to appoint Lynn Boggess to the Foundation Board of Directors, Mary Jo motioned, Penny seconded, all agreed. Ellen asked for a motion to reappoint Jan Markham, Carolyn Morehead and Mary Jo Krufka to the Foundation Board of Directors, Penny motioned, Randy seconded, all agreed.

Jenny updated the Board on several seasonal programs that are going on, and several community and school outreach events that staff have used to increase awareness of our programs/services. Schools included Staunton River High School special education classes, Stewartsville Elementary third graders and a library card sign up event at Montvale Elementary school. The library also had a table at the Pacific Life's employee summer camp fair.

Georgia Pacific is having a job fair at Central Library on March 14, it is being hosted by the VA Career Works staff. The Bedford Professional Women organization has named Bedford Library as their business of the year and along those same lines, a local newspaper is writing a progress edition and Bedford County Administration asked all their departments for a list of accomplishments over the past year to be included. The list is below:

1. The Bedford Public Library System installed a community garden on the grounds of our Montvale library. The project was funded through a grant from the Virginia Department of Health and the first crops were harvested in late fall 2018. The food was mostly cole crops - cabbage, broccoli, brussel sprouts, etc - and the fresh food was given away for free at the Montvale library to our community residents. The BPLS has plans for this community garden to continue for many years.
2. The Bedford Public Library System partnered with the Region 2000 Workforce Development Board, through their Virginia Career Works program, to become a community access point for job seekers in our County. In 2018 over 100 people have benefited from this partnership by finding employment or being placed in a workforce training program to further their skills.
3. Over the past year, the Bedford Public Library System has increased its free collection of downloadable books / downloadable audio book offerings by almost 20% and added access to more quality online educational services such as Rocket Languages, Novelist Plus, Career

Transitions, Gale Legal Forms, Universal Class and Ancestry Library Edition. The library is not just about paper books and magazines anymore, diversification of reading material formats is the key to staying relevant in our communities.

4. In 2018 staff at the Bedford Central Library have processed over 150 passport applications for our community members. Bedford Central Library was designated a "passport acceptance facility" by the US Department of State in 2017, and fills a vital need for working families by offering Saturday and evening appointment times.

5. During the 2018 summer reading program, the Bedford Public Library System helped kids and teens further their literacy skills and avoid the summer slide. Summer reading program participants, together, read for at least 20 minutes a day, the equivalent of 20,000 days over the course of only two months.

6. The Bedford Public Library was named the 2018 Business of the Year by the Bedford Professional Women organization

7. Significant building improvements included upgrading to LED, energy efficient lighting throughout most of the Forest and Bedford Central branch libraries, as well as starting a series of needed HVAC improvements to all 6 libraries via the County's CIP process. The BPLS also modernized the internal cabling at our Stewartsville and Moneta branches in 2018

#### Financial Reports:

The Board reviewed the end of January financial statements. Personnel expenses are at 57.4% spent, materials costs and contractual/building services costs are higher than anticipated at 64% spent, but overall expenditures are at 61%, the benchmark for this time of year would be 58%. Fund account spending is at \$36,198.50 for the fiscal year. Third quarter state aid and County revenues have been recorded as well, so revenues are sitting at 75% received for the fiscal year.

Ellen asked for a motion to adjourn. Penny motioned to adjourn, Mary Jo seconded, all agreed. Meeting adjourned at 8:18pm.