

Bedford Public Library System
Board of Trustees meeting Minutes
Moneta Library
August 6, 2019

Board members present: Natalie Martin, Debbie Bahouth, Randy Cox, Pamela Willoughby, Penny Carter, Mary Jo Krufka and Jan Markham.

Staff present: Jenny Novalis, Library Director

Randy called the meeting to order at 4:10pm.

Randy asked for a motion to approve the agenda, as amended, to include discussion of the Lost and Found Policy. Mary Jo motioned to approve the amended agenda, Debbie seconded, all agreed.

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

No public comments.

Directors Report:

The Board discussed proposed changes to the shared leave policy, to include allowing staff to initially qualify for the policy in order to care for a seriously ill family member. In preparing for this edit, several other library's and local government's policies were researched and most have a provision in them to cover immediate family members and other relatives living at the same address. The Board agreed that it would be a good change to make and discussed the meaning of 'immediate family'. Other aspects of the policy would remain unchanged and they instructed Jenny to draft appropriate changes to the policy to include immediate family members.

The Board discussed proposed changes to the lost and found policy, to include the wording, "the library is not responsible for personal items that may be lost or damaged in the buildings or on the grounds." It was also suggested to put signs up that indicate this addition. Both this policy and the next will be an action item at the next meeting.

The upcoming approved County FY19 CIP was distributed and the library has two projects listed, improvements to the Montvale Library/old elementary school building and HVAC improvements throughout the library system. Forest, Moneta, Montvale and Stewartville Libraries are celebrating their 20th anniversary this year, staff have events planned over the next few months to celebrate these milestones. Big Island Library is celebrating its 30th anniversary this year. A discussion of the early library buildings and groundbreaking ensued. Barbara Gunter is arranging for a security assessment and walk-through of Bedford Central Library, ahead of the 2020 presidential election and changes in the absentee voting process. Jenny will keep the Board apprised of any recommendations.

The Board reviewed the fiscal year 2019 stats. The library tracks this information for the annual state report and also for internal uses. A discussion of how the goals/objectives of the library's long range plan are being met or not (as reflected in the stats) ensued. A copy of the yearly stats was distributed.

The Board reviewed the financial reports through the end of June and Jenny noted that it appears the library will have some leftover operating funds, which can be moved into one or more of the fund accounts. We are still waiting for two erate reimbursements to be disbursed but, in the meantime the fund balances are in good shape.

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

The meeting adjourned at 5:15pm.