

Bedford Public Library System  
Board of Trustees meeting Minutes  
Bedford Central Library  
July 2, 2019

Board members present: Natalie Martin, Debbie Bahouth, Randy Cox, Pamela Willoughby, and Penny Carter.

Staff present: Jenny Novalis, Library Director

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

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

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

No public comments.

Randy opened the floor for nominations for a new slate of officers. Penny nominated Randy for chairman, Natalie seconded, all agreed. There were no other nominations for chairman. Penny nominated Mary Jo for vice-chairman, Debbie seconded, all agreed. There were no other nominations for vice-chairman. Debbie nominated Penny for Treasurer, Randy seconded, all agreed. There were no other nominations for treasurer. Randy closed the nominations and announced the officers for 2019-2020 year. Randy asked if there were any conflicts with the draft meeting schedule. There were none, Penny motioned to adopt the 2019-20 public meeting schedule as presented, Natalie seconded, all agreed.

Directors Report:

As one of the requirements for public libraries to receive state aid, the Library of Virginia requires the 5 year plan (aka. long range plan) be reviewed and re-certified each year. Jenny noted that a new plan will need to be completed in the spring since we are in the final year of this plan. The Board reviewed the document, asked for clarification on a few things including the lighted signage line and some of the stats lines. Jenny noted that the Board will be reviewing the FY19 stats at the next meeting, and there will be more information available at that time. Randy asked for a motion to approve the plan. Penny motioned to approve it, Natalie seconded, all agreed.

The Lynchburg Public Library has decided not to charge overdue fines on their childrens and youth adult materials. We were notified that this policy change would take effect on July 1. The Library Board discussed this nationwide movement and noted several pros and cons of implementing the same policy. Jenny noted that the major difference between our two systems was that any fines/fees collected by Lynchburg Public Library go back into Lynchburg City's general fund, the library does not keep that money. Whereas in Bedford, all the fines/fees we collect stay with the library's operating fund, they do not revert back to the County's general fund. So, that is why we count it as income in our operating budget each year and we would be losing around \$7600 from this income. A discussion of the library's revenues ensued as well as a discussion of the current circulation policy. The Board opted to table this discussion for a future date.

Jenny reported that the library's new internet provider, Shentel, is finishing up their construction and set up. Staff will be testing the new network this week and anticipate going live on Sunday July 7. The official disconnect notice for Lumos service will be July 12, and as discussed at an earlier meeting, the library will be responsible for paying the last year's ETF for three Lumos lines.

The Board reviewed several issues of the County Administrator's weekly update newsletters and the Board discussed what could be included on the monthly update that Robert Hiss intends to start. The newsletter was very well received by the Board, since information on projects at the County level is not always readily available.

The Board reviewed the financial reports through the end of May and Jenny noted that the reports are showing a balance of \$145,116 left for expenses during the month of June, and so far expenses have come in under that amount. 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, Pamela seconded, all agreed.

The meeting adjourned at 7:15pm.