

Bedford Public Library System
Board of Trustees Meeting Minutes
Big Island Library
May 7, 2019

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

Staff present: Jenny Novalis, Library Director; Dawn Fisher, Big Island Branch Manager

Ellen called the meeting to order at 6:04pm.

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

Ellen asked for a motion to approve the agenda, as amended. Mary Jo motioned to approve the agenda as amended, Debbie seconded, all agreed.

No public comments.

Dawn Fisher discussed the picture book reclassification project that was started last year at Big Island. She reported that the younger children are happy with the new subject classification system, they can quickly find something for themselves and it has the effect of making them more self-sufficient. Dawn also reported that circulation of the collection has risen. Discussion of the building/grounds needs at Big Island and the parking lot issues in general.

It's Show Time at Your Library is the theme for 2019 SRP. Staff have many programs planned, including collaborations with several community organizations. New this year the library is trying a ticketing system at Forest, in order to accommodate the increased attendance at the large shows. Jenny noted that the Library Foundation received a \$3,150 grant from the Greater Lynchburg Community Foundation to be able to offer a second showing of two of the performances at Forest and Bedford. Following the Board's discussion at the last meeting, the BPLS has hired two summer interns this year. Kaylee Nedrow will be helping with several SRP programs at Big Island and Forest this year and Skylar Ireland will be helping with our social media/marketing efforts this summer. Both internships are unpaid and being offered for college credit.

The fiscal year 2019 category 2 e-rate project invoice has been submitted for reimbursement and it is expected to be \$18,885.87. The fiscal year 2020 services and projects were approved in wave 1 by USAC and the library has received funding commitments for those. The Board discussed how helpful the e-rate reimbursements are for large projects or unexpected issues that may arise and need funded right away. Jenny noted that the project to switch Internet providers is progressing and the new Shentel service should be available to Big Island, Bedford, Forest and Moneta in May and Stewartsville and Montvale in June. Due to the nature of this project, it is advisable to have all the new circuits in place, running concurrently with the current service and switch them over one at a time to the new service. The Board asked about additional equipment needed at the last meeting, and Jenny noted that we were not able to use our current routers, they are just too old to accommodate this service. New routers will need to be purchased, but funds

can be pulled from the operating budget. Jenny requested board action to pay for the setup costs/first year costs of the new PC and Print Management system (Userful) from the IT fund account. The Board discussed it and reviewed the balances in the fund accounts. Penny motioned to pay for the Userful first year costs from the IT fund, Mary Jo seconded, all agreed.

The Moneta Garden Club is having a ceremony for the newly purchased Blue Star Memorial Marker on May 18 at 11am. The event is free and open to the public, several notable speakers will be in attendance.

The Board discussed the Board of Supervisors action to fly the POW/MIA flag at all county buildings. Jenny reported on the issue with the flag pole at Central Library – it is not on Library property and there does not appear to be enough space to install a second pole within the appropriate distance of the first one. The Board discussed another option of moving the flag poles to the Bridge Street side of the building. Ivan is coordinating with County staff.

Library Giving Day only resulted in three donations, but it did raise awareness of the library's place and its programs. Staff will probably celebrate it again next year. The Moneta Friends of the Library would like to host a putt-putt in the stacks fundraiser this summer. The Board discussed this and agreed it could be done.

The next Board meeting is Tuesday June 4 in the evening and with the various 75th anniversary of D-Day programs/events going on, Jenny asked if the Board would like to revisit the date of this meeting. The Board decided to keep the date, but have the meeting earlier in the day, at 4:00pm and have it at Central.

Jenny distributed the financial reports but noted that the figures for personnel expenses do not seem accurate. Jenny has alerted staff in the fiscal management department and expects that these reports will be revised to show more expenditures than they do now. Jenny and the Board Treasurer, Penny, will be creating the fiscal year 2020 budget shortly. A brief discussion ensued and Jenny noted the final draft will go out to the members but, there will probably be a need to re-approve the budget in July, after the Board of Supervisors passed their final budget and the library's County revenues are finalized.

Ellen asked for a motion to adjourn. Jan motioned, Penny seconded, all agreed. The meeting adjourned at 7:09pm.