

Bedford Public Library System
Board of Trustees meeting Minutes
Bedford Central Library
April 2021

Board members present: Natalie Martin, Randy Cox, Mary Jo Krufka, and Jan Markham. Staff present: Jenny Novalis, Library Director

Ms. Krufka called the meeting to order at 5:05pm

Ms. Krufka asked for additions or changes to the agenda. Mrs. Novalis requested to add two items to the agenda – action item for the education policy payout and request to use IT fund account funds for the purchase of a new server. Ms. Krufka asked for a motion to approve the agenda, as amended. Mrs. Markham motioned to approve the agenda, Mrs. Martin seconded, all agreed.

Ms. Krufka asked for changes to the previous meeting’s minutes. There were none. Ms. Krufka asked for a motion to approve the minutes from the previous meeting. Mr. Cox motioned to approve the minutes, Mrs. Markham seconded, all agreed.

No public comments.

Board Chair Report:

After a short discussion about the Library Foundation, Ms. Krufka asked for a motion to appoint three new members to the Board of Directors for the BPLS Foundation. Those members being Ryan Kirkpatrick, Anna Stevens and Andy Crawford. Mrs. Martin motioned to appoint those named members to the Library Foundation Board, Mr. Cox seconded, all agreed.

Director’s Report:

Mrs. Novalis updated the Board on the current CDC and VA Covid-19 restrictions/guidelines for the Library. The Board discussed the current restrictions, which differ for vaccinated individuals vs. unvaccinated individuals. They concluded that the Library should continue to follow the CDC guidelines for employee and public procedures, as it has been doing since the pandemic started.

Jenifer Golston is requesting payout of the Library’s education benefit policy. She has completed two more graduate classes toward her MLIS degree, Information Concepts and Foundations & Adult Services, getting an “A” in both. Ms. Krufka asked for a motion to award the education benefit, Mrs. Markham motioned, Mrs. Martin seconded, all agreed.

Mrs. Novalis provided an update on the system-wide security camera project. The wiring for the new cameras at Forest and Moneta has been completed, IT is just waiting on shipment for the actual cameras. Phase 2 is expected to be completed in May and more details about installing cameras at the other locations will be included in the next phase. The IT department has also

been streamlining services and equipment. They are requesting a new server to consolidate services/operations currently running on two separate machines. After getting three quotes, they have decided on a Dell PowerEdge R740 for \$7791.12 and are requesting funds come from the IT fund account. Ms. Krufka asked for a motion to pay for the new server, \$7791.12, from the IT fund account. Mr. Cox motioned, Mrs. Martin seconded, all agreed.

Mrs. Novalis presented the preliminary FY22 operating budget, just the big categories. Local revenues are expected to remain lower than in previous years, but additional state aid has been awarded by the VA Legislature for FY22. The County's portion of funding is still the largest and is expected to include additional funds for the mandatory minimum wage hike in January 2022 plus additional funds for higher medical insurance premiums. The expenses are expected to stay pretty much the same, with the additional state money going towards the purchase of materials like books, audiobooks, e-books and so on. The Board of Supervisors is expected to approve their overall budget in late May so we won't have final figures until that happens. The Board discussed several expenditure items.

Financials:

The Board reviewed the current operating budget balances and the revenue report. Because we are still working from two different financial accounting software for the two calendar year expenses/revenues, the reports will look a little different until next fiscal year, when everything will be reported in Munis.

The Board discussed the possibility of several large e-rate eligible projects for the expected ARPA funding that should be awarded in the spring/summer. Mrs. Novalis will have more information on what is eligible and how much reimbursement to expect after the FCC makes those decisions. Ms. Krufka asked for a motion to transfer the last e-rate disbursement – half into the IT fund and half into the building maintenance fund. Mr. Cox motioned, Mrs. Markham seconded, all agreed.

No Board Member Comments

New Business

One person has filled out an application to be on the Library Board, replacing Mary Jo Krufka, who is ineligible to serve another term. Kathryn Lewis lives in district 5 and is interested in serving next year. Mrs. Markham noted that her term is expiring as well, and she has several good candidates in mind from district 1 to fill her vacant seat.

Ms. Krufka asked for a motion to adjourn. Mrs. Markham motioned, Mrs. Martin seconded, all agreed.

The meeting adjourned at 6:15pm.