

Bedford Public Library System  
Board of Trustees meeting Minutes  
Forest Library  
April 5, 2022

Board members present: Randy Cox, Debbie Bahouth, Pamela Palmer, Hope Cupit

Others present: Jenny Novalis, Library Director; Lauren Harper, Forest Library branch manager; Ivan Kirby, Facilities Maintenance manager

Mrs. Bahouth called the meeting to order at 5:04pm

Mrs. Bahouth asked for additions or changes to the agenda, there were none. Mrs. Bahouth asked for a motion to approve the agenda. Mrs. Cupit motioned to approve the agenda, Mr. Cox seconded, all agreed.

Mrs. Bahouth asked for any changes to the minutes from the February 2022 meeting. Mr. Cox motioned to approve the minutes, Mrs. Palmer seconded, all agreed.

No Public Comments:

Mrs. Bahouth read an email received from Deborah Oare of Moneta, VA.

Board Chair Report:

Mrs. Bahouth introduced each of the proposed policies and asked if there were any questions about them, before proceeding. The Board discussed the telework policy, and how it could be best used as an approved work alternative in certain situations. Mrs. Cupit suggested a change to the policy, to specify 'work from home or other approved offsite location' only. The Board agreed to add that phrase and table the policy action item until then next meeting. Mrs. Bahouth asked if there was any discussion for the revised drug and alcohol free workplace policy and there was none. She asked for a motion to approve the drug and alcohol free workplace policy. Mrs. Palmer motioned to approve the policy, Mrs. Cupit seconded, all agreed.

Director's Report:

Lauren Harper discussed recent programming at the Forest Library. In just the month of March, 355 people attended story time programs and over 4600 people visited the library. Mrs. Harper also updated the Board on current plans, next steps and general info for the Forest Rotary Club's park project, adjacent to the Forest Library.

Ivan Kirby discussed the Bedford Central meeting room exterior door project that the Bedford Friends of the Library are funding. The new door system will be much more handicap accessible and have a programmable key pad for after-hours access. One late adjustment was to add inside blinds on the door panels, to help keep the room dark when movies are shown. Mrs. Novalis asked if the Board would like to use funds from the building maintenance fund to cover the extra \$3885 needed – a brief discussion ensued. Mrs. Bahouth asked for a motion to use building maintenance fund account to pay for the door blinds. Mr. Cox motioned, Mrs. Palmer seconded,

all agreed. Mr. Kirby updated the Board on the long term electrical project to convert the existing lights to energy efficient LED. He also stated a new exterior light will be installed near the Moneta Library's meeting room door. The state of the Montvale Library was also discussed and Mrs. Novalis noted there were no new formal arrangements in place for that building but there does seem to be a lot of speculation and rumors.

Mrs. Novalis updated the Board on the status of the security camera project, and on a recent issue the staff had with after-hours use of the Stewartsville Library parking lot. The Ubiquity system camera are still backordered until maybe June. The Board offered some suggestions for solving the Stewartsville Library issue. Mrs. Novalis noted that the next e-rate eligible project has progressed through all the e-rate program processes/regulations and staff have reviewed and ranked all the proposals. Mrs. Bahouth asked for a motion to authorize the library director to enter into a contract with TIG for the 2022-23 e-rate cycle. Mr. Cox motioned, Mrs. Cupit seconded, all agreed. TLC, the Library's primary software vendor, is coming out with a new app which will combine all the features we need to move many of the library services into an all-in-one app that is much better than the current, basic app we have. Julie Wyatt is customizing it now and the library has budgeted for its ongoing software services cost. After our evaluation process, we can add additional services. The Library has also purchased a new service to better control the social media records that need to be retained, in the event of a FOIA request. Mrs. Novalis noted that the Huddleston story time outreach project is still in the works but the library has encountered several large roadblocks like fast, reliable Internet service at the facility and staffing shortages that have delayed the project's start.

The Board reviewed the FY23 operating budget priorities. These priorities were derived from the library's 5 year strategic plan, suggestions from the staff and conclusions reached from several personnel committee meetings. The Board discussed the anticipated revenues and Mrs. Novalis noted that fines and fees revenue is down from previous years but passport revenue has increased. The Board decided to raise the cost of printing/copying from \$0.10 a page to \$0.15 to stay current with industry standard rates, and materials costs. The cost of color printing will remain the same. Last year the Library formed a staff committee to seek input into how best to use our personnel to the library's benefit and earlier in 2022 Library Board representative, Natalie Martin, and Jenny met several times to discuss and ultimately draft a strategic workforce plan that can be implemented in FY23. Some position status changes were recommended and more use of volunteer and intern positions were also recommended. The County's latest pay and classification study is nearing completion and should go before the Board of Supervisors soon. All Library positions were included in that study and ultimately the Library Board would need to approve it, to implement the results. More information will be available soon. Mrs. Novalis and Mrs. Cupit will get together prior to the next board meeting and review the proposed draft operating budget. The plan is to have it available for comment at the May meeting.

The Board reviewed the end of March income and expenditure reports and the fund account balances. There were no questions.

Mrs. Bahouth asked if there were any board member comments. Mr. Cox commented that the Big Island Friend's book and bake sale was recently held at the Big Island Library and it was

very successful. Mrs. Cupit commented that there was positive discussions today, and it was good to get together with everyone.

Mrs. Bahouth asked for a motion to adjourn. Mrs. Palmer motioned to adjourn, Mr. Cox seconded, all agreed. Meeting adjourned at 7:04pm.