

Bedford Public Library System
Board of Trustees meeting Minutes
Big Island Library
August 3, 2021

Board members present: Randy Cox, Debbie Bahouth, Hope Cupit, Anna Stevens, Kathryn Lewis

Staff present: Jenny Novalis, Library Director; Julie Wyatt, Technology Librarian; Dawn Fisher, Big Island Branch Manager

Mrs. Bahouth called the meeting to order at 5:15pm

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, Mrs. Stevens seconded, all agreed.

Mrs. Bahouth asked for any changes to the minutes from the July meeting. There were no changes. Mrs. Lewis motioned to approve the minutes, Mr. Cox seconded, all agreed.

No Public Comments

Board Chair Report:

Mrs. Bahouth noted the Library's strategic plan is in its second year, 2020-2025, and needs to be re-adopted, per the Library of Virginia requirements for State Aid. She asked for any discussion on this action, there was none. She asked for a motion to re-adopt the 2020-2025 strategic plan. Mrs. Stevens motioned to re-adopt the 2020 - 2025 strategic plan. Mrs. Lewis seconded, all agreed.

Director's Report:

Dawn Fisher, manager of the Big Island Library, introduced herself and talked about some of the programs and new things happening at the Big Island Library.

Mrs. Wyatt introduced the 5 policy revisions which are up for first consideration. Mrs. Novalis noted that it takes two Board meetings to adopt a policy or a policy revision. Mrs. Wyatt noted several language changes to the Public Internet Policy and explained why it was better to have a separate Public WiFi Policy for Patron Devices. The Board discussed the two public internet policies. Mrs. Wyatt introduced the social media policies and, again, noted why it was better to split the Library Social Media Policy into two separate policies - one for staff and one for patrons. The Board discussed these policy revisions as well.

Mrs. Novalis updated the Board on the Huddleston Rec Center ECF project and noted that there are many moving parts to this plan but both the Library and County Personnel feel it will be successful and will be a benefit to the Huddleston community. Mrs. Novalis noted that the T-Mobile Hotspot ECF project is ready to be submitted but, they were still working through some of the paperwork requirements for the Huddleston ECF project. Mrs. Bahouth asked for motion

to submit the ECF applications when they are ready. Mrs. Lewis motioned to submit the ECF applications, Mrs. Cupit seconded, and all agreed. Mrs. Lewis briefly discussed another partnership with County Parks and Recreation for enhancements to the park next to the Forest Library.

The second funding year 2021 E-rate reimbursements have been disbursed. Staff recommend moving the funds into the IT Fund account as additional money will be needed to continue the system wide security camera project, the Huddleston rec project and future upgrades to equipment. The Board reviewed the current balances in the three fund accounts. Mrs. Bahouth asked if there was any other discussion needed, there was not. Mrs. Cupit motioned to move the \$10,447 E-rate reimbursement into the IT Fund account; Mrs. Stevens seconded, all agreed.

The June revenues and expenses were presented and discussed. Mrs. Novalis noted that the Forest Library mold remediation and repair work has been completed and the County has agreed to pay for that work from unexpended CIP monies from the BI roof and the HVAC projects. From the last meeting, Mrs. Bahouth asked for a motion to accept the \$25,162 LVA subgrant that was presented. Mrs. Stevens motioned to accept the grant; Mr. Cox seconded; all agreed. Mrs. Novalis discussed some upcoming building maintenance needs, including new water fountains at all the branches and a BRWA grant to help pay for them, renovations to the public restrooms at Central and some septic system repairs at the Moneta Library. The septic system repairs are ready to be implemented. Mrs. Bahouth asked for a motion to expend \$3,025 from the Building Maintenance Fund for the septic repairs at Moneta. Mrs. Stevens motioned to expend \$3,025 from the Building Fund for the plumbing project at Moneta; Mrs. Cupit seconded; all agreed.

Board member comments:

Mrs. Cupit thanked the Board for making her Treasurer again. Mrs. Lewis noted that she is new on the Board and introduced herself to the other members of the Board who were not at the last meeting. They, in turn, introduced themselves to her.

Mrs. Bahouth asked if there was any other discussion; there was none. She asked for a motion to adjourn. Mrs. Stevens motioned to adjourn, Mrs. Lewis seconded, all agreed. The meeting adjourned at 6:35pm.