

Regular meeting
Bedford Public Library System Board of Trustees
Minutes for December 6, 2022
Peaks Room, Bedford Central Library

Members present: Debra Bahouth, Natalie Martin, Randy Cox, Anna Stevens, Hope Cupit.

Members not present: Kathryn Lewis, Pamela Palmer

Staff present: Jenny Novalis

Mrs. Bahouth called the meeting to order at 5:05pm. Mrs. Bahouth asked for a motion to approve the agenda, Mrs. Cupit motioned to approve the agenda, Mrs. Martin seconded, all agreed. The members read the minutes from the last meeting. Mrs. Martin motioned to approve the minutes as presented, Mrs. Stevens seconded, all agreed.

No public comments.

Board Chair report:

Mrs. Bahouth read resolution #Lib 120622-01 readopting the BPLS by laws, noting the AMENDMENT for article VIII that had been made regarding all virtual meetings. The same language is in the code of VA.

Mrs. Bahouth asked for an up/down vote to approve resolution #Lib 120622-01.

WHEREAS, the purpose of the bylaws is to help the Board conduct affairs in a timely and efficient manner by incorporating the general principles of parliamentary procedure found in Robert's Rules of Order's and applicable Virginia Laws; and

WHEAREAS, at this, the organizational meeting of the BPLS Board of Trustees, the Board is readopting and reaffirming the Bylaws of the BPLS Board of Trustees.

THEREFORE, BE IT RESOLVED, that the attached Bylaws are hereby adopted as amended:

Voting yes: Debra Bahouth, Natalie Martin, Randy Cox, Anna Stevens, Hope Cupit.

Voting no: none

Director's Report:

Mrs. Novalis reviewed the operating budget expenditures through the end of November 2022, noting that the Finance Department has not made the budget revisions requested at the October meeting yet.

Mrs. Novalis distributed the fund account activity sheet and noted that the amount in the vehicle replacement fund is not included here because there have been no changes to that figure this fiscal year, except adding some interest accruals. Included on both of the other two balance sheets are committed amounts for items/services that have either already been approved by the Board to be expended, or items that are projected to be acted upon by the Board this FY. Mrs. Novalis reviewed some of the revenues and expenses from both the IT fund and the Building Maintenance fund. The balances of each one were discussed.

Since the last meeting the Library has received both reimbursements from the ECF program. \$1,324 was received on 10/21/22 & 1,371.84 was received on 11/04/22. Mrs. Novalis recommended moving this revenue back in to the Library operating budget, into the computer improvements line. The Board discussed the ECF project and how well the hotspots are circulating. Mrs. Cupit and Mrs. Bahouth suggested the Library should purchase additional hotspots to help fill the need in our community. The Board agreed. Mr. Cox motioned to re-appropriate the combined amount of \$2,695.84 into the computer improvements line of the 22-23 operating budget. Mrs. Stevens seconded, all agreed.

In November the County approved a one time employee bonus to be paid out on December 1. Since the Trustees are responsible for the library's budget, this action needs your consideration before it can be applied to the Library's workforce. Mrs. Novalis reviewed the bonus criteria and noted it is a little different than what the County implemented. Mrs. Stevens noted that Bedford County teachers also received a onetime bonus in December. Mrs. Novalis presented the bonus implementation parameters. The Board discussed the proposal and agreed upon the parameters set forth in the meeting, to the altered parameters. The Board felt it was important to include all the regular staff in this bonus action. The cost, not including payroll taxes, is \$32,250.00. There was discussion about what taxes would be taken from the bonus checks and Mrs. Cupit suggested we clarify what taxes would be taken from the checks. To pay for this, Mrs. Novalis suggested the funds from last year's operating budget carryover be used to fund this action. In October the Board moved the carryover amount of \$25,689.08 into the IT Fund and 25,689.09 into the Building Fund. Mrs. Stevens proposed using that \$25,689.09 plus the remainder from the IT fund too. This leaves plenty of money in the Building Fund for the public bathroom renovation project. There was no more discussion, Mrs. Bahouth asked for a motion. Mrs. Stevens motioned to use \$32,250.00 from the IT Fund to pay for the employee bonus; Mrs. Cupit seconded, all agreed.

Mrs. Novalis recapped the category 2 FY2023-24 proposal and noted that the 28 day bidding period will be finished at the end of this month. At which point the bids will be reviewed, and if the Board is in agreement with it, the contract could be awarded, according to the Federal E-rate program parameters. The Board discussed this option and decided that if needed a quick virtual meeting could be held in January to discuss the proposals if anything unusual comes up. Mrs. Bahouth asked for a motion to allow the director discretion on evaluating and accepting the bids for the annual E-rate services. Mrs. Martin motioned and Mr. Cox seconded, all agreed.

The Board discussed the large scale building needs of the Library and agreed that the Forest Library expansion project and the new construction Montvale Library project should again be submitted for consideration in the County's annual call for CIP projects. Mr. Cox noted that it is more expensive to add onto a building than it is to build a new one. Mrs. Bahouth asked about the Huddleston satellite library project and its status. Mrs. Novalis noted that the cost of that would fall below the criteria for the County's CIP projects but the Library can certainly move on that with its own funds. Once the next E-rate reimbursement is received and staff have had time to nail down the scope of the project, the Board can consider it. Mrs. Novalis reviewed the activity at the Forest Branch which is the main justification for the CIP project. It is the busiest of all the BPLS branches and is in the fastest growing area (population) of the County. The Board discussed the capacity issues in Forest.

The Board also discussed the 2023-24 operating budget request. Mrs. Novalis noted that personnel expenses for phase 2 of the salary study conducted this year is anticipated to be included in the budget, pending BOS approval. Per capita spending levels were discussed for the BPLS vs. other surrounding library systems. Pending any unexpected issues, Mrs. Novalis suggests asking for level funding. The Board discussed how the library spends its money now and did not feel there were any areas that were deficient. Mrs. Bahouth suggested there may be ways to expand the adult offerings in our library.

Mrs. Novalis discussed the reasons why consolidating all e-book/e-audiobook onto one platform would benefit both the staff procedures and the end user. Both Mrs. Cupit and Mrs. Bahouth agreed that Hoopla was much easier to use and the selection of materials is much better than on Overdrive. The hold lists, in particular, get out of control very quickly using the one copy/one borrow model that Overdrive uses. Hoopla has both flex borrows/instant borrow model and the one copy/one borrow model. Mrs. Novalis pulled up the current Hoopla stats and the Board discussed the results. The 'binge pass' model allows for multiple books/videos to be checked out, using just one circulation.

The Big Island Library turned 40 today! Mr. Cox updated the Board on all the activities happening at the Big Island Library. It was a busy time at the library with lots of participation in the programs, several children's programs that morning and afternoon and Mr. Cox hosted a copper Christmas ornament program that was nearly full. Mr. Cox also reviewed the history of the Library, its activities that support the Big Island community and its relationship with the Big Island Elementary School. He also

discussed the new Farm School at Sedalia that just opened up. Mrs. Novalis updated the Board on the upcoming holiday programming going on at all 6 branches.

No board member comments
No new business

Mrs. Bahouth asked for a motion to adjourn. Mr. Cox motioned; Mrs. Martin seconded; all agreed.

Meeting adjourned at 6:37pm