

Bedford Public Library System
Board of Trustees meeting Minutes
Bedford Central Library
December 7, 2021

Board members present: Randy Cox, Debbie Bahouth, Natalie Martin, Pamela Palmer

Board members present via electronic means: Hope Cupit

Others present: Jenny Novalis, Library Director; Katie Hoffman, Collection Development Committee Chairman

Mrs. Bahouth called the meeting to order at 5:00pm

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

Mrs. Bahouth asked for any changes to the minutes from the October meeting. Mrs. Novalis noted 3 changes to the 4th paragraph, correcting the fiscal year from FY23 to FY22. Mr. Cox motioned to approve the minutes, as amended Mrs. Palmer seconded, all agreed.

Public Present: Melissa Davis (Director of Library and Archives at George C. Marshall Foundation; Lexington VA) and Eryn Davis (Library School student; Lexington, VA)

Public Comments: Melissa Davis, "I am thrilled to be here; it feels like coming home."

No Board Chair Report

Director's Report:

Mrs. Novalis introduced Katie Hoffman and gave some background information regarding the purpose of the Collection Development Policy, some current news related to book challenges in school libraries, the main differences between school libraries and public libraries and the staff & Library Board's role in any such book challenges. Mrs. Hoffman presented the draft collection development plan and discussed how it differs from the current policy. She described what each part of the draft policy was and why it was there. The Board discussed book challenges, in general, and what types of materials are typically challenged, including how often challenges arise in this public library system. Mrs. Martin and Mrs. Palmer, both former librarians discussed some experience they had with this issue in their professional careers. Mrs. Cupit asked if there was a separate collection policy for donated books/materials; there is not, donations are included in the same criteria as purchased materials. Mrs. Martin requested the addition of "you must complete the entire form" in the Request for Reconsideration of Materials guidelines section.

The Board discussed the over reliance of the Big Island Elementary School on the public library in Big Island. Mr. Cox noted that since the BIES does not have an operating school library, it puts extra strain on the public library resources.

Mrs. Novalis introduced three personnel policy revisions. She noted that these policies had not been revised since 2014 but, most of the changes are minor. They reflect current processes in place with the Library's VRS Business Partner, which is Bedford County and also Bedford County's group medical insurance processes. Bedford County HR Office facilitates this benefit for the BPLS employees. The three policies are: Group Medical Insurance Policy; the VRS Retirement Policy; the VRS Life Insurance Policy.

All 4 policies are under first consideration and are available for review by the public, upon request from the Library Director. If there are no substantive changes to the drafts, they will be an action item at the next meeting.

The Board discussed several factors that may influence the amount of the FY23 operating budget request from Bedford County. Most notably there will be changes to the personnel figures, due to the increase in minimum wage, the salary and classification study and an internal workforce planning study. Mrs. Novalis noted that the overall figure is due to County Finance Department in January 2022 but, the detailed breakdown does not have to be completed until the spring.

Mrs. Novalis updated the Board on several building projects including new water bottle fillers (to replace the water fountains) and the electrical work to be completed at the Stewartsville branch. Mrs. Bahouth also noted that exterior lights should be replaced at the Moneta branch. There is no new update for the Montvale branch except to note that the building needs a lot of work if the library is to remain there. The Board discussed how much money has already been spent on temporary fixes and flood water cleanup for the old building.

The proposed FY23 County CIP requests were discussed and agreed upon.

Board Member Comments: Mrs. Cupit wished the Board and staff a merry Christmas.

Mrs. Bahouth asked if there was any other discussion; there was none. She asked for a motion to adjourn. Mr. Cox motioned to adjourn, Mrs. Martin seconded, all agreed. The meeting adjourned at 6:25pm.