

February 1, 2022 at 5:00 p.m.
Bedford Central Library
Large Meeting Room

Call to Order

Approval of the Agenda

Approval of the Minutes from the Last Meeting

Public Comments

Board Chair Report

- Policies and Procedures – action item
 - Group Medical Insurance Policy (Benefits Category)
 - VRS Retirement Policy (Benefits Category)
 - VRS Life Insurance Policy (Benefits Category)
 - Collection Development Policy

Directors Report

- Policies and Procedures – First Consideration
 - Telework policy (Employer expectations)
 - Drug and Alcohol Free Workplace (Employer expectations)
- Personnel
 - Carry over unused leave time
- E-rate reimbursement transfer – action item

Financial Report

Board Member Comments

New Business

Adjournment

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.

February 1, 2022 at 5:00 p.m.
Bedford Central Library
Downstairs Meeting Room

Director's Report:

- Policies and Procedures – First Consideration
 - Telework policy (Employer expectations)
 - Drug and Alcohol Free Workplace (Employer expectations)
- Personnel – action item
 - Carry over unused earned leave total for PT employees over policy max
 - Carry over unused vacation leave total for FT employees over policy max
- E-rate reimbursement transfer - \$20,895.00
- Financials
 - November income/expense report
 - December income/expense report

Bedford Public Library System Personnel Policy

Subject: Telework

Category: Employer Expectations

Effective Date:

I. Policy

Teleworking allows employees to work at home, on the road, or in a satellite location for all or part of their workweek. BPLS considers teleworking to be a viable flexible work option when both the employee and the job are suited to such an arrangement. Teleworking may be appropriate for some employees and jobs but not for others. Teleworking is not an entitlement, it is not a company-wide benefit, and it in no way changes the terms and conditions of employment with the BPLS. Employees are expected to adhere to all BPLS personnel policies during the time they are teleworking.

Teleworking can be informal, such as working from home on a short term project or on the road during business travel. Temporary, informal teleworking arrangements may be approved for circumstances such as inclement weather, special projects, or for employees on family or medical leave. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance. Teleworking can also be a formal, set schedule of working away from the office for an extended period of time.

Any teleworking arrangement (formal or informal) will be on a case-by-case basis, focusing first on the business needs of the BPLS. At a minimum, the arrangement will include regular evaluations as to the employee's ability to demonstrate appropriate work habits, adhere to predetermined expectations and follow all other BPLS policies. Any teleworking arrangement may be discontinued at will and at any time at the request of the Library Director, this decision is final and is not grievable.

Telework employees must adhere to a specific schedule and employees must be immediately available by phone or email during the time they are scheduled to work. Telework is not designed to be a replacement for appropriate care of family members. Although an individual employee's schedule may be modified to accommodate family care needs, the focus of the arrangement must remain on the job performance and meeting business demands.

Consistent with the organization's expectations of information security for employees working at the office, teleworking employees will be expected to ensure the protection of sensitive information accessible from their home office. Steps may include the use of locked file cabinets,

regular password and computer maintenance, and any other measures appropriate for the job and the environment.

Employees are expected to maintain their home workspace in a safe manner. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the BPLS workers' compensation policy. Final determination for such coverage will be made by the Insurance Company. The employee is liable for any injuries sustained by visitors to his or her worksite.

Teleworking employees who are not exempt from the overtime requirements of the FLSA will be required to accurately record all hours worked on a timesheet, on a daily basis, and subject to inspection at any time by a supervisor and/or the Library Director.

II. Applicability

All employees who fit the criteria of this policy. Telework will be considered on a case-by-case basis.

III. Objective

Teleworking allows employees to work at home, on the road, or in a satellite location for all or part of their workweek. BPLS considers teleworking to be a viable flexible work option when both the employee and the job are suited to such an arrangement.

IV. Procedure

Either an employee or a supervisor can suggest teleworking as a possible work arrangement. Individuals requesting formal teleworking arrangements must be employed with the BPLS for a minimum of 6 months of continuous, regular employment and must have a satisfactory performance record. All telework agreements must be approved by the Library Director or her designee.

Before entering into any telework agreement (formal or informal), the employee and the supervisor, with the assistance of the Library Director (if needed), will evaluate the suitability of such an arrangement; reviewing, at a minimum, this policy and focusing on the following areas:

- Employee suitability. This includes the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- Job responsibilities. This includes a discussion of the job responsibilities and determining if the job is appropriate for a telecommuting arrangement. An appropriate level of communication between the employee and the supervisor will be agreed to as

part of the discussion process. Clear performance expectations will also be established during this discussion.

- Equipment needs, workspace design and scheduling issues. The BPLS will supply the employee with appropriate equipment, and office supplies, as needed. The equipment supplied by the BPLS will be maintained by the organization. The equipment supplied by the employee will be maintained by the employee. The BPLS reserves the right to make determinations as to the appropriate equipment, subject to change at any time. Reimbursement for basic utility costs (such as Internet, or electricity costs) are not included in this arrangement. Hotspots are available for employees to use, in lieu of a home Internet connection. The BPLS accepts no responsibility for damage or repairs to employee-owned equipment. The equipment supplied by the organization is to be used for business purposes only. Upon termination of employment, all company property will be returned to the BPLS, unless other arrangements have been made.

IV. Definitions

Telework and Telecommute mean any arrangement that allows an employee to perform work, during any part of regular, paid hours, at an approved alternative worksite (e.g. home, telework center, etc).

Terminated means to be dismissed from employment due to disciplinary action, budget reductions, or retirement.

Approved by the Bedford Public Library System Board of Trustees xxx

Bedford Public Library System
Personnel Policy

Subject: Drug and Alcohol Free Workplace

Category: Employer Expectations

Effective Date:

I. POLICY

In compliance with the Drug Free Workplace Act of 1988, the Bedford Public Library System has a longstanding commitment to provide a safe, quality-oriented and productive work environment. Alcohol and drug misuse poses a threat to the health and safety of other BPLS employees, to the security of the company's equipment/facilities and to the public. For these reasons, the Bedford Public Library System is committed to the elimination of drug misuse and alcohol use in the workplace.

Whenever employees are working, are operating any BPLS vehicles, are present on BPLS premises or are conducting BPLS-related work offsite, they are prohibited from using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia); prohibited from being under the influence of alcohol or possessing alcohol.

Accordingly, the use, possession, manufacture, distribution, or sale of such substances on library premises is not allowed. BPLS employees may not be at work while under the influence or with a detectable presence of illegal drugs or alcohol in their system (except where expressly authorized). On-the-job or any off-the-job abuse of such substances which adversely affects an employee's job performance or other library interests is prohibited. This prohibition includes any prescription or over-the-counter drug that adversely affect their ability to perform their job duties safely and effectively. Employees taking a prescribed medication must carry it in a container labeled by a licensed pharmacist or be prepared to produce the container if asked.

Employees who violate this Drug and Alcohol Free Workplace Policy will be subject to disciplinary action, up to and including, discharge. They may be allowed to participate in a treatment program approved by the Employee Assistance Program as an alternative to termination.

All employees who are convicted of, plead guilty to or are sentenced for a crime involving an illegal drug are required to report the conviction, plea or sentence to the Library Director within five (5) days. Failure to comply will result in automatic termination.

BPLS may request that an employee participate in drug or alcohol testing. The library also reserves the right to take justifiable measures, including the inspection of all BPLS premises, and the personal property of employees on BPLS premises in order to insure

compliance with this policy. An employee's refusal to consent to reasonable searches of his/her person, vehicle, or personal containers while on library property may result in disciplinary action, up to and including discharge.

Employees are subject to testing based on, but not limited to, observations of apparent workplace use, possession or impairment by at least two members of management. The Library Director or her designee should be consulted before either sending an employee for testing or requiring the employee to administer a self-test. Management must use the reasonable suspicion observation checklist to document specific observations and behaviors that create a reasonable suspicion that an employee is under the influence of illegal drugs or alcohol.

II. APPLICABILITY

All library employees, volunteers, onsite vendors and contractors

III. OBJECTIVE

BPLS is committed to a safe and healthful working environment for its employees. The library also has an obligation to the general public to conduct library operations safely and efficiently. BPLS is willing to assist employees with alcohol or drug-related problems to find the appropriate treatment for rehabilitation and recovery.

IV. PROCEDURES

- Employees who have drug and/or alcohol abuse problems are encouraged to request assistance through the BPLS Employee Assistance Program or through community agencies.
- BPLS will take no disciplinary action against employees who voluntarily seek such assistance. Employee participation in an employee assistance program does not, however, relieve any employee from compliance with the terms of this policy or other applicable standards governing performance and conduct.
- Employees of independent contractors and temporary agency employees who violate this policy will not be allowed to perform additional services on behalf of BPLS.
- BPLS employees are strongly encouraged to refrain from storing on or in library owned property any personal article (including personal correspondence) they wish to protect from inspection by library officials.
- By accepting or continuing employment, each library employee is deemed to have consented to unannounced searches of his or her own work area upon request.
- Searches of an employee's person, vehicle or personal containers such as purses or briefcases will not be conducted without the employee's consent.
- When reasonable suspicion testing is warranted, both Management and the Library Director will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test within two hours. Refusal by an

employee will be treated as a positive drug test result and will result in disciplinary action, up to and including discharge.

- Employees are subject to testing when they cause or contribute to accidents that seriously damage a BPLS vehicle, equipment or other property or that result in an injury to themselves or another employee requiring offsite medical attention.
- All records and information obtained by the library regarding alcohol and drug testing and the results and treatment of employees for chemical dependency will be confidentially maintained by restricting access on a need to know basis to those designated by management.

V. DEFINITIONS

Drugs and/or alcohol includes any substance with the potential to produce effects of intoxication and/or the potential to produce physical, mental, emotional, or behavioral changes that could adversely affect an employee's ability to safely and efficiently perform his job. These substances specifically include, but not limited to, marijuana, cocaine, amphetamines, barbiturates, heroin, opium, and phencyclidine.

Library premises is used in its broadest sense, and includes all land, property, buildings, structures, vehicles (owned or leased), or otherwise being utilized for BPLS business.

Refuse to cooperate means to obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a scheduled test; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and/or alcohol testing will also be considered to have refused to cooperate.

9/14/2004,