

Bedford Public Library System  
Board of Trustees meeting Minutes  
Bedford Central Library  
February 1, 2022

Board members present: Randy Cox, Debbie Bahouth, Natalie Martin, Pamela Palmer, Kathryn Lewis, Hope Cupit

Others present: Jenny Novalis, Library Director

Mrs. Bahouth called the meeting to order at 5:07pm

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

Mrs. Bahouth asked for any changes to the minutes from the December 2021 meeting. Mrs. Palmer motioned to approve the minutes, Mrs. Cupit seconded, all agreed.

No Public Comments

Board Chair Report:

Mrs. Bahouth introduced each of the proposed policies and asked if there were any questions about them, before proceeding. There were no questions or further discussion on them from the Board members and no comments received from the public. Mrs. Bahouth asked for a motion to approve the Group Medical Insurance Policy, as presented. Mr. Cox motioned to approve the policy as revised, Mrs. Palmer seconded, all agreed. Mrs. Bahouth asked for a motion to re-adopt the VRS Retirement Policy, as presented. Mrs. Martin motioned to adopt the policy as revised, Mrs. Lewis seconded, all agreed. Mrs. Bahouth asked for a motion to re-adopt the VRS Life Insurance Policy, as presented. Mrs. Palmer motioned to adopt the policy, Mr. Cox seconded, all agreed. Mrs. Bahouth asked for a motion to approve the Collection Development Policy as revised. Mrs. Cupit motioned to approve the policy, as presented, Mrs. Martin seconded, all agreed.

Director's Report:

Mrs. Novalis introduced the proposed telework policy, for first consideration. The Board discussed several aspects of the policy including the difference between formal and informal telework arrangements, implications for professional vs. nonprofessional staff and what type of work qualifies for this benefit, and other general issues that may arise from work from home situations vs work from the library situations. It was decided to remove references to formal and long term telework arrangements and to include stronger language for network security concerns.

Mrs. Novalis introduced revisions to the drug and alcohol free workplace policy. Most of the changes were small, and included recommendations from several HR sources. A brief discussion ensued.

Due to the continued presence of the pandemic and the workforce hardships that come with that, Bedford County has approved carrying over all unused leave until July 1, 2022. The Library's leave policies operate on a fiscal year calendar and include similar language for max carryover amounts in the various leave policies. Mrs. Lewis also noted that eventually the County would like to move toward offering PTO instead of designating sick vs annual leave. The current policies were discussed and Mrs. Novalis recommended the Library continue to follow the County's lead for HR matters such as this; the Board agreed. Mrs. Bahouth asked for a motion. Mrs. Palmer motioned to allow unused leave to be carried over in its entirety for FY22. Mrs. Lewis seconded, all agreed.

The Library has received reimbursement of E-rate expenses from the first half of FY22, specifically it is 70% reimbursement of all the July 2021 – December 2021 Internet expenses; totally \$20,895.00. The Board discussed which fund accounts to move the funds into and what upcoming building and IT projects the library was planning. Mrs. Lewis motioned to move the full balance into the facilities fund account, Mrs. Martin seconded, all agreed.

Mrs. Novalis presented the January 2022 monthly incomes and expenses reports. The Library has received 76.8% of expected income for the FY and has expended 61.7%. A brief discussion about the implications of the minimum wage increase on the library's financial position ensued.

Mrs. Cupit motioned to adjourn the meeting at 6:25pm, Mrs. Palmer seconded, all agreed.