

Bedford Public Library System  
Board of Trustees meeting Minutes  
Bedford Central Library  
January 2021

Board members present: Natalie Martin, Debbie Bahouth, Randy Cox, Hope Cupit, Mary Jo Krufka, and Jan Markham. Staff present: Jenny Novalis, Library Director ; Nicole Sheppard, Manager Stewartsville Library ; Julie Wyatt, Technology Librarian

Ms. Krufka called the meeting to order at 5:05pm

Ms. Krufka asked for a motion to approve the agenda. Mr. Cox motioned to approve the agenda, Mrs. Markham seconded, all agreed.

Ms. Krufka asked for a motion to approve the minutes from the previous meeting. Mrs. Martin motioned to approve the minutes, Mr. Cox seconded, all agreed.

No public comments.

Directors Report:

Staff presented the 2020-2025 draft long range plan to the Board. This important planning document helps guide library operations for the next 5 years and is a requirement to receive state aid money. Mrs. Sheppard discussed each library branch's profiles and Mrs. Wyatt presented the actual plan. The Board discussed some aspects and opportunities that this plan provides for the library to work in the community. They also discussed how to inform the community of the resources and services that the library offers. Mrs. Novalis stated that advertising and getting the word out about our services is a challenge. Mrs. Krufka asked for a motion to approve the 2020-2025 strategic plan. Mrs. Cupit motioned to approve the plan, Mrs. Markham seconded, all agreed.

Mrs. Novalis discussed the latest REALM findings and presented the draft procurement policy. The policy is based on current regulations set forth in the State procurement guidelines and the recently adopted Bedford County procurement policy.

Updates to the Library's capital improvement projects were reviewed and future building improvements were discussed. Mrs. Novalis asked for \$4875.00 to be used from the building maintenance fund to replace the alarm system at Stewartsville as part of general building upgrades. Mrs. Markham motioned to approve the funding request, Mrs. Martin seconded, all agreed.

The State Legislature finally allotted the state aid increase, approved during last year's legislative session and will result in an additional almost \$20,000 coming to the our library system in the FY 21 budget year. Preliminary FY22 state aid figures were discussed as well. Current budget reports are not available due to the Munis financial system implementation but as of the end of November, the library was at 44% of the operating budget spent. As requested at the last meeting, Mrs. Novalis submitted a FY22 library budget request that included a 3% COL increase for the staff and funds to cover the January 2022 minimum wage increase. Mrs. Novalis also reported that a salary/wage study could be completed to address "compression" issues resulting from this increase. Updated reimbursements from the CARES Act were also presented.

Board Member Comments:

Mrs. Cupit presented the ELI Entrepreneurial Mindset Training Course product. She is familiar with it as part of her work at SERCAP with rural homeowners and artisans. She feels the region's potential entrepreneurs could benefit from access to this course. It also provides basic training in the business sector. The State Library in GA provides it free to their public libraries and she asked about the possibility of VA doing the same. Regardless, she has up to 300 licenses, and some of those could be available for use through the library. She would like the BPLS to partner with regional public libraries to provide access.

Mrs. Martin agreed that small business assistance and small business resources are areas that the library should be involved in and noted that banks will often provide free classes on how to write a business plan to the local community.

Mr. Cox noted the artisan community would benefit from something like that and just simple life skills training is important and often overlooked. He recounted a story about his family's farm school. People want their children to know how to do basic skills like grow food, work with the land and other practical life skills. These are things that kids are not always exposed to in today's society - those get back to basics programs.

Mrs. Markham noted that her granddaughter is an artist and it would be great for her to learn how to get out there and sell her creations.

No other new business.

Mrs. Krufka asked for a motion to adjourn. Mrs. Cupit motioned, Mr. Cox seconded, all agreed. The meeting adjourned at 6:30pm.