

Regular meeting
Bedford Public Library System Board of Trustees
Minutes for June 6, 2023
Bedford Central Library, Peaks Room

Members present: Debra Bahouth, Randy Cox, Hope Cupit, Olivia Madison, Natalie Martin

Members not present: Pamela Palmer and Anna Stevens

Staff present: Jenny Novalis, Library Director

Mrs. Bahouth called the meeting to order at 5:02pm. Mrs. Bahouth asked for any additions or changes to the agenda. Mrs. Novalis asked to add an item – request for building maintenance fund expenditure. Mrs. Bahouth asked for a motion to approve the agenda, as amended. Mrs. Martin motioned to approve the agenda as amended, Mr. Cox seconded, all agreed. The members read the minutes from the last meeting and Mrs. Bahouth asked for additions or corrections. There were none. Mrs. Bahouth asked for a motion to approve the minutes from the May meeting. Mrs. Martin motioned to approve the minutes, Mr. Cox seconded, all agreed.

No public comments

Board Chair Report:

Mrs. Bahouth noted the first Tuesday in July is a holiday. The Board discussed a revised date for the July meeting. Mr. Cox motioned to hold the meeting on July 11 at 5:00pm at Bedford Central Library. Mrs. Martin seconded, all agreed. Mrs. Bahouth reminded the other members that attendance at meetings is important and a quorum of this body is 4 members. A brief discussion ensued regarding the meeting time, going forward.

Directors Report:

Mrs. Novalis presented the three policies under revision. She noted that changes have been made to the draft policies presented at the May meeting. The members read over the policies and Mrs. Bahouth asked if there was any more discussion on these items. There were no discussion items. Mrs. Bahouth asked for a motion to approve the updated policies, as presented. Mrs. Madison motioned to approve the 3D printer policy, as presented. Mr. Cox seconded, all agreed. Mrs. Martin motioned to approve the bulletin board policy, as presented. Mr. Cox seconded, all agreed. Mr. Cox motioned to approve the free handout of materials policy, as presented. Mrs. Martin seconded, all agreed.

Mrs. Novalis presented the final FY24 Operating Budget. It was noted that the Bedford County Board of Supervisors passed a budget on May 22 and the library has been level

funded for non-personnel expenses. County staff has calculated the personnel figures using their formulas for a 5% cost of living increase and implementing phase 2 of the pay study recommendations. Those figures are included in the final budget. Mrs. Novalis also noted that Bedford Public Library's State Grants in Aid paperwork has been received and approved by the Library of Virginia however, they have not issued new state aid estimates yet so the amounts in this budget will probably be changed later in the year, if the state approves/considers the public library budget amendments. This change would primarily affect the library materials expenditures, since the BPLS only uses state money to purchase books. Mrs. Novalis also noted that E-rate revenue is not included in the operating budget. A brief discussion ensued. Mrs. Bahouth asked for a motion to approve the operating budget. Mr. Cox motioned to approve the FY 2024 library operating budget, as presented. Mrs. Martin seconded, all agreed.

The 4th annual Bedford Get Together service awards is now open for nominations. Mrs. Novalis has submitted an award narrative for the Library's early literacy programs, specifically the Books 4 Fun program and the Rock A Bye Reader program. The narrative was shared with the members.

Mrs. Novalis also noted that the Library has received permission to apply for the annual VaCo Achievement Awards, on behalf of Bedford County, for the Chromebooks for Community Success digital literacy program. The Board thought it was a good idea to apply for both of these awards.

Financial Report:

Mrs. Novalis presented the financial reports and the Board reviewed the updated building maintenance, vehicle replacement and IT fund balances. Mrs. Novalis stated that the work van was being held for transmission repairs at Teass Garage and the catalytic converter was stolen. A police report was filed and insurance has indicated it would cover the replacement cost. However, because the transmission work and the part replacement were an unexpected, emergency expense, she is requesting the costs for the repair work and van rental be paid from the vehicle replacement fund. The Board discussed this situation and agreed. Mrs. Cupit motioned to approve spending up to \$6000 for the van repairs and rental costs. Mr. Cox seconded, all agreed. Mrs. Novalis stated that an unexpected issue with the HVAC system at Bedford Central needs to be addressed soon and Mr. Kirby would like to request \$4200 to cover the materials/labor to fix the issue. Mrs. Martin motioned to approve \$4200 from the building maintenance account to cover the repairs. Mr. Cox seconded, all agreed. Also, the sliding doors leading into the library buildings at Forest, Moneta, Stewartsville and Central are original to the buildings and are starting to show their age. Mr. Kirby is reporting that the door vendor, Dormakaba, was called out to handle several repairs in the spring and had billed the library for the incorrect amounts – the non-contract pricing. Staff are working through the issues but Mrs. Novalis is requesting that if it becomes necessary to pay the non-contract cost, the expense come from the building maintenance fund instead of the operating budget. The Board discussed how best to

proceed. Mrs. Madison motioned to approve the Dormakaba expense from the building fund account, if it becomes necessary. Mrs. Cupit seconded, all agreed.

New Business:

The Board welcomed Mrs. Madison and introductions were made. Mrs. Madison is filling Mrs. Lewis' unexpired term. The Board also recognized Mrs. Martin as this is her last meeting for the current term. They thanked Mrs. Martin for her time on the Board.

Mrs. Bahouth asked for a motion to adjourn. Mrs. Madison motioned to adjourn. Mrs. Cupit seconded, all agreed.

The meeting adjourned at 6:19pm.