

Bedford Public Library System
Board of Trustees meeting Minutes
Montvale Library
March 2021

Board members present: Natalie Martin, Randy Cox, Hope Cupit, Mary Jo Krufka, and Jan Markham. Staff present: Jenny Novalis, Library Director; Cassandra Baldwin; Julie Wyatt, Technology Librarian

Ms. Krufka called the meeting to order at 5:09pm

Ms. Krufka asked for additions or changes to the agenda. Mrs. Novalis requested to move the programming update to the first item and add in a Library Foundation Board appointment. Ms. Krufka asked for a motion to approve the agenda, as amended. Mrs. Stevens motioned to approve the agenda, Mr. Cox seconded, all agreed.

Ms. Krufka asked for changes to the previous meeting's minutes. There were none. Ms. Kruska asked for a motion to approve the minutes from the previous meeting. Mrs. Martin motioned to approve the minutes, Mrs. Markham seconded, all agreed.

No public comments.

Board Chair Report:

Ms. Krufka discussed an inquiry the County received regarding part of the Forest Library property and summarized the walk-through discussion she had with Mrs. Novalis and the recommendations to pass onto the County Attorney.

Director's Report:

Cassandra Baldwin provided an update on the 2021 Summer Reading Program plans. She noted that BPLS is one of the only library systems in our region who are planning a program this year. She also discussed some ongoing virtual youth programs the library is offering. Mrs. Novalis updated work on the ELI partnership and Mrs. Cupit noted that the state library has been very interested in offering it at that level. The first Chromebook for Community Success class has been completed with the second cohort starting today. Mrs. Novalis reported on its progress and help in the community.

Electrical work at the Moneta library has been completed, this ongoing facilities improvement project is slated to continue as funds allow. The County CIP funded HVAC replacement project is progressing as well, with Moneta and Forest libraries set to be worked on this month. Afterhours holds pickup lockers have been installed at Bedford and Moneta. Staff are excited to be using them and press releases have been sent to the media outlets. Mrs. Novalis reported on which meeting and study rooms are open for public use.

Julie Wyatt, Technology Librarian, reported on the phase 2 proposal for security camera project. This phase is an expansion of the existing security system already operational at Bedford Central and will add Forest and Moneta to the project. Plans are to, eventually, add all branches to the system. Phase 2 is estimated to cost \$14,025 to complete and Mrs. Novalis requested that \$14,025 be pulled from the IT Fund account to pay for it. The Board discussed the proposal and fund account balances. Ms. Krufka asked for a motion to use the IT Fund account to pay for the cameras at Forest and Moneta. Mrs. Markham made the motion, Mr. Cox seconded, all agreed.

The Board discussed the new procurement policy and there were no additions or modifications needed. Ms. Krufka asked for a motion to accept the procurement policy; Mr. Cox motioned to accept the policy, Mrs. Martin seconded, all agreed.

Mrs. Novalis reported that the final check from the CARES Act was received and in total the Library received \$23,198.54 in reimbursable expenses for pandemic related supplies and other qualifying costs. Munis implementation is still on-going and financial reports are not available yet.

The Virginia Department of Health released “Interim recommendations for the safe operation of libraries during the COVID-19 pandemic”. Mrs. Novalis noted that the BPLS had already instituted all of the recommendations and they have been in place since re-opening to the public at the end of May 2020. The only difference is the time needed to quarantine returned books/media. The BPLS has been quarantine them for 72 hours, but the guidelines state 24 hours is enough time. The guidelines were sent out on February 25 and staff have already adjusted their processes for this new guidance.

An email vote will be taken regarding the appointment of Mrs. Karen May to the BPLS Foundation Board of Directors.

Board Member Comments

Mrs. Martin commented that the Library staff has done a good job keeping themselves and the library patrons safe during this time. She acknowledged that many public libraries are still closed and the staff has done a good job keeping the library open for our citizens. It is a benefit for the community and gives people a place to go to use the free resources available to them.

Mr. Cox and Mrs. Stevens agreed and noted that it good for the community to have a place kids can go to and enjoy. Other libraries in the area are not even offering in person activities yet, these kids need to have some normalcy.

Ms. Krufka asked for a motion to adjourn. Mr. Cox made the motion, Mrs. Martin seconded, all agreed.