

Regular meeting  
Bedford Public Library System Board of Trustees  
Minutes for March 7, 2023  
Peaks Room, Bedford Central Library

Members present: Debra Bahouth, Natalie Martin, Randy Cox, Pamela Palmer, Anna Stevens.

Members monitoring electronically due to work obligations: Hope Cupit

Members not present: Kathryn Lewis

Staff present: Jenny Novalis, Library Director; Ivan Kirby, Facilities Manager

Mrs. Bahouth called the meeting to order at 5:06pm. Mrs. Bahouth asked for a motion to approve the agenda, Mrs. Palmer motioned to approve the agenda, Mrs. Cupit seconded, all agreed. The members read the minutes from the last meeting and Mrs. Bahouth noted a correction. Mr. Cox motioned to approve the minutes as corrected, Mrs. Martin seconded, all agreed.

No public comments.

Mr. Kirby gave an overview of the public bathroom renovation project progress. He noted that work at Bedford Central started first and is nearly complete. This month the work will continue at Forest and Moneta, with painting, installation of new sink push fixtures, and floor repairs. The Board briefly discussed how bathroom facilities could still be provided for the Moneta and Forest patrons, while the work is ongoing. Mr. Kirby also presented two other pressing building needs, the first being the cooling tower fan circuit boards at Bedford Central Library need to be replaced as soon as possible. He has gotten several quotes for the work and it will be around \$3,800 between parts and labor for this project. Mrs. Novalis asked the Board to consider using the building maintenance fund account for this project. A brief discussion ensued. Mrs. Martin motioned to approve up to \$3800 for the cooling tower fan project from the building maintenance fund, Mrs. Palmer seconded, all agreed. Mr. Kirby also stated the staff door at the Stewartsville Library needs to be replaced. As the building has settled, the door has become more uneven and staff are having trouble using it. The cost of this project was last quoted at \$4165. Mrs. Stevens motioned to use the building maintenance fund account to cover the cost of a new staff door at the Stewartsville Library, Mr. Cox seconded, all agreed. The Board thanked Mr. Kirby for his work.

Mrs. Novalis presented the fund account balances. She said the first half of the current year's category 1 E-rate reimbursement has been received, and asked if the Board would consider moving it into the IT fund for future projects. Mrs. Palmer motioned to transfer \$24,377.50 into the IT fund, Mrs. Martin seconded, all agreed.

Mrs. Novalis asked if the Board wanted to create an ad hoc buildings and grounds committee to review and update 11 of the buildings and grounds policies. It was noted that these policies have not been updated since 2004. The Board discussed it and decided that staff should handle the revisions and then present the draft policies to the full Board instead. Mrs. Novalis said a staff committee would be formed and the policies should be available for first consideration at the May meeting. The Board also noted that no smoking signs can be put up near the entrances to the buildings.

Mrs. Novalis presented the end of February operating budget expenses and noted that the Finance department still has not updated the revenues to reflect current balances. The Board discussed a few items. The FY22 audit has been completed and no significant issues were found, the audit is available upon request.

Mrs. Bahouth asked if there were any volunteers to be on the Finance Committee, to help develop the Library's operating budget for FY24. Mrs. Palmer and Mrs. Cupit were interested in joining the Treasurer on the committee. Mrs. Bahouth appointed Mrs. Palmer and Mrs. Cupit to the Finance Committee.

No Board member comments

Mrs. Stevens motioned to adjourn the meeting, Mrs. Martin seconded, all agreed.

The meeting adjourned at 6:05pm