

Regular meeting
Bedford Public Library System Board of Trustees
Minutes for March 4, 2025 (revised)
Bedford Room, Bedford Central Library

Members present: Debra Bahouth, Heather Craver, Jennifer Lazowski, Olivia Madison, Pamela Palmer, Tracey Reichard

Members not present: Sharene Duncombe

Staff present: Jenny Novalis, Library Director;
Members of the Long Range Plan staff Committee present: Kelli Hyre, Stewartsville Library Manager; Tyler Phillips, Assistant Manager (Forest Library); Jenifer Golston, Moneta Library Manager; Meagan Johnson, Tech Services Manager.

Mrs. Palmer called the meeting to order at 5:05pm. She asked for a motion to approve the agenda. Mrs. Bahouth motioned to approve the agenda and Mrs. Reichard seconded, all agreed and the motion passed. Mrs. Palmer asked if there were any additions or changes to the minutes from the previous meeting. There were none and the minutes were approved.

No public comments

Mrs. Novalis introduced the 2025-2030 long range plan report by reiterating what the plan is and why it is important. She noted that in the first section, the demographics and branch library profiles are for reference purposes. She briefly mentioned the community scans that were included as part of the overall County picture was also included in this section because the libraries exist in 6 different environments in this County. Mrs. Novalis and Ms. Hyre introduced the broad themes that came from the various focus group sessions that were conducted in the Fall. The Board discussed some of the findings. Ms. Golston and Ms. Johnson discussed the two surveys that were conducted for what we term 'library users' and 'library non-users'. There was more discussion. Mrs. Phillips showed several key stats/benchmarks that the staff compiled over the past 5 years and discussed what they mean for the success of the current year's goals. The Board asked many questions and thanked the members of the committee for their work.

Continuing the discussion on the Library's collection development policy, Mrs. Novalis stated she received no questions or comments regarding the new language for section 2, part 4 (selection criteria) or section 3 (donations). Mrs. Palmer asked if there was a motion to approve the revisions to the collection development policy. Mrs. Bahouth motioned to approve the agreed upon wording from last meeting. There was no further discussions. Mrs. Madison seconded the motion and all agreed.

Nicole Sheppard and Andy Crawford are both eligible for another 2 year term on the BPLS Foundation Board of Directors. Mrs. Palmer asked for a motion to reappoint Nicole and Andy to the Foundation Board. Mrs. Reichard made a motion, Mrs. Lazowski seconded and all agreed.

Mrs. Novalis reviewed the E-rate proposals that were received as a result of the RFP that the Board authorized in November. The Board discussed the proposals and decided to award the contract to Converged Networks, LLC. Mrs. Craver motioned to authorize Mrs. Novalis to execute a contract with Converged Networks. Mrs. Bahouth seconded, all agreed.

The Board reviewed the partner organization reports from the activities of the various Friends of the Library organizations and Mrs. Madison added highlights from the March 2025 Foundation Board meeting.

Mrs. Novalis noted that the income and expense reports were still a little off due to the UKG transition and the personnel figures. The CIP timeline from the last work session was discussed.

No Board Member Comments

Mrs. Palmer asked for a motion to adjourn. Mrs. Madison motioned to adjourn, Mrs. Reichard seconded, all agreed and the motion passed.

The meeting adjourned at 6:20pm