

Bedford Public Library System
Board of Trustees meeting Minutes
Bedford Central Library
May 3, 2022

Board members present: Randy Cox, Debbie Bahouth, Pamela Palmer, Natalie Martin.

Board members absent: Anna Stevens and Hope Cupit

Board members monitoring through electronic communications: Kathryn Lewis

Others present: Jenny Novalis, Library Director; Cassandra Baldwin, Youth Services Programming Coordinator

Mrs. Bahouth called the meeting to order at 5:07pm

Mrs. Bahouth asked for additions or changes to the agenda, there were none. Mrs. Bahouth asked for a motion to approve the agenda. Mrs. Martin motioned to approve the agenda, Mr. Cox seconded, all agreed.

Mrs. Bahouth asked for any changes to the minutes from the April 2022 meeting, there were none. Mr. Cox motioned to approve the minutes, Mrs. Martin seconded, all agreed.

No Public Comments.

Board Chair Report:

Mrs. Bahouth briefly talked about the policy and asked if there was any discussion or further changes. There was no more discussion and Mrs. Bahouth asked if the Board was ready to vote. Mrs. Palmer motioned to approve the telework policy, as amended at the April 2022 meeting; Mrs. Martin seconded, all agreed.

Director's Report:

Cassandra Baldwin discussed the upcoming plans for the library's annual summer reading programming. The Board commented on what a great program it is and how very helpful the various Friends of the Library groups are in supporting it. A brief discussion ensued regarding the brochure, the expected attendance rates and the finale party to be held on Saturday, July 23 in the Wharton Garden.

Mrs. Novalis introduced the draft 2022-23 library operating budget. Mrs. Novalis noted that she had met with Mrs. Cupit in April to discuss the preliminary budget projections. Mrs. Novalis also explained that the proposed revenue amount from Bedford County that is listed on the draft budget will be changing, once the Board of Supervisors approves the FY23 County budget. It is anticipated that only the personnel services expenses will be affected by that supplemental appropriation. The Board discussed several expense categories, including how the recommendations from the draft workforce plan would impact personnel services.

Mrs. Martin discussed a recent article in the Roanoke Times about the Roanoke Library consortium discontinuing overdue fines and if the BPLS could do the same. A brief discussion ensued and Mrs. Novalis stated she would look into how that policy change would impact the operating budget, staff processes and any operating policies and report back at the next meeting. Mrs. Martin noted she would be available to assist, as needed, in preparing any new draft documents for the June meeting. Mrs. Bahouth suggest the Board table any action item related to the budget until the next meeting.

The Board reviewed the end of April income and expenditure reports and the fund account balances. There were no questions.

Mrs. Bahouth asked if there were any board member comments. There were no comments.

Mrs. Bahouth asked for a motion to adjourn. Mr. Cox motioned to adjourn, Mrs. Martin seconded, all agreed. Meeting adjourned at 6:24pm.