

Bedford Public Library System  
Board of Trustees meeting Minutes  
Montvale Library  
October 5, 2021

Board members present: Randy Cox, Debbie Bahouth, Hope Cupit, Anna Stevens, Kathryn Lewis, Natalie Martin

Others present: Jenny Novalis, Library Director; Julie Wyatt, Technology Librarian; Kristin Robertson, Montvale Library Manager; Carl Boggess, Attorney for the BPLS Foundation

Mrs. Bahouth called the meeting to order at 5:03pm

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

Mrs. Bahouth asked for any changes to the minutes from the August meeting. There were no changes. Mrs. Lewis motioned to approve the minutes, Mr. Cox seconded, all agreed.

No Public Comments

No Board Chair Report

Director's Report:

Mrs. Novalis introduced Carl Boggess, representing the BPLS Foundation. Mr. Boggess stated he was asked to review the BPLS Foundation's articles of incorporation and wanted to discuss the current arrangement for choosing Foundation Board members with the Trustees. A brief discussion ensued. After the discussion was over, Mrs. Bahouth asked for a motion to authorize that the BPLS Foundation's attorney make amendments, as needed, to the articles of incorporation for the BPLS Foundation that state, the Bedford Public Library Board of Trustees will select all members of the BPLS Foundation Board and one member will be appointed to serve on both Boards. Mr. Cox motioned to authorize that action and Mrs. Martin seconded, all agreed.

Mrs. Novalis presented the overall 2021 summer reading program statistics. 669 people participated in the reading program and over 1600 people came to a performance or library branch special program. The largest number of participants were Bedford and Forest patrons.

The Board briefly discussed the 4 draft technology policies which were introduced at the last meeting. Mrs. Lewis motioned to approve the public internet policy for library devices policy, as presented; Mrs. Stevens seconded, all agreed. Mrs. Stevens motioned to approve the public WIFI policy for patron devices, as presented; Mrs. Cupit seconded, all agreed. Mrs. Martin motioned to approve the Library social media policy, as presented; Mr. Cox seconded. Mrs. Cupit motioned to approve the staff personal use of social media policy, as presented; Mrs. Martin seconded, all agreed.

Mrs. Novalis introduced a revised FY22 Library operating budget. The difference in health insurance costs from the previous year basically increased the revenue allocated from Bedford County and there were two budget expenditure lines that needed to be adjusted based on how the new financial system operates. The Board discussed the changes and Mrs. Bahouth asked for a motion to approve the amended operating budget. Mr. Cox motioned to approve the amended FY22 operating budget, as presented. Mrs. Stevens seconded, all agreed.

There were two approved County CIP projects in their FY22 budget for the library. Bedford County released an RFP for sale of the Old Montvale Elementary building and Mrs. Novalis updated the Board on the status of that. After a lengthy discussion regarding the current state of the Old Montvale Elementary building and the improvements planned for the Montvale Library building. The Board decide to tentatively continue the HVAC CIP improvements at Montvale but would like to revisit it when there is more information. Mrs. Stevens motioned to replace the next unit at Montvale; Mrs. Lewis seconded, all agreed. Mrs. Bahouth and Mrs. Stevens were concerned that with all the money the Library had already spent on the old building that it may not be recoverable. More discussion ensued about what might happen to the library when the property is sold.

Mrs. Novalis noted that the costs for the Huddleston Rec building project have been estimated and suggested the Library Board wait until more broadband providers are in the area. The Board discussed it and decided to move forward with this project when it can be put on the IT department's schedule. Mrs. Bahouth asked for a motion to expend up to \$5000 for the equipment needed for this project from the IT fund account. Mrs. Martin motioned to pay for it from the IT fund account, Mr. Cox seconded, all agreed.

Mrs. Wyatt discussed the upcoming computer replacement schedule. In order to facilitate that project, it is necessary to purchase new machines for the staff. This plan would allow for a systematic and reoccurring cycle to replace old machines in a timely fashion and recycle them for use in non-critical environments. The Board discussed the project. Mrs. Novalis asked if the Board would authorize using funds from the IT Fund for this. Mrs. Bahouth asked for a motion to transfer \$37,000 from the building maintenance fund to the IT fund. Mrs. Martin motioned to authorize the transfer and use the IT fund to pay \$34,050 for the new computers. Mrs. Lewis seconded, all agreed. Mrs. Novalis updated the Board on the status of the Chromebook for Community Success classes.

The September revenues and expenses were presented and discussed. Mrs. Novalis noted that the fund account balances will not show as being rolled over into FY22 until the audit for FY21 is complete.

Mrs. Bahouth asked if there was any other discussion; there was none. She asked for a motion to adjourn. Mrs. Cupit motioned to adjourn, Mr. Cox seconded, all agreed. The meeting adjourned at 6:48pm.