

Bedford Public Library System
Board of Trustees meeting minutes
Montvale Library meeting room
October 4, 2022 at 5:00pm

Board members present: Debra Bahouth, Pamela Palmer, Randy Cox, Anna Stevens, Hope Cupit
Board members absent: Kathryn Lewis and Natalie Martin

Staff members present: Jenny Novalis, Library Director; Kristin Robertson, Montvale Library Branch Manager; Ivan Kirby, Facilities Manager

Mrs. Bahouth called the meeting to order at 5:05pm.

Mrs. Bahouth noted there was a change to the agenda, adding the possibility of changing the January 3rd meeting. Mrs. Bahouth asked for a motion to approve the agenda, with the addition. Mrs. Cupit motioned, Mrs. Palmer seconded, all agreed.

Mrs. Bahouth asked for a motion to approve the minutes from the last meeting. Mr. Cox motioned to approve the minutes from the September 2022 meeting, Mrs. Cupit seconded, all agreed.

No public comments

Mr. Kirby introduced a plan to provide much needed public bathroom improvements to all 6 buildings. He discussed several parts of the plan including the flooring issues, the advantages to adding push valve sink faucets, putting in the automatic plastic soap dispensers and the other improvements. He noted that the bathrooms at the branches are in good shape and this would be a good investment. Bedford Central is the oldest and has not had a lot of preventative maintenance done. The plan is based on the overall needs based on the buildings age and use.

The Board had some questions regarding the plan, and Mr. Kirby provided clarification on aspects of the equipment, how the prices were researched, such. The Board agreed that it would be a good investment in the overall functionality of the library building to do these improvements now and then discussed how much was in the building maintenance fund. Mrs. Palmer asked why the proposed two year timeline and Mrs. Novalis noted that Mr. Kirby would oversee the whole project and it would be added to his existing duties, by spreading it out over two years, it gives him time to get his part in the installs done and the rest of the work on the various vendors' schedules. Mrs. Bahouth noted that Bedford Central would be a priority. A brief discussion of the proposed plan ensued. Mrs. Bahouth asked if there was any more discussion, there was none. Mrs. Palmer motioned to approve expenditure of the proposed project from the building maintenance fund. Mrs. Bahouth clarified that they would leave it to Mr. Kirby's discretion as to the order and timings of the project. Mrs. Stevens seconded the motion and all agreed. Mr. Cox also noted that during the time improvements are happening, the bathrooms will be out of commission and that may limit the dates/times that work can be completed. Discussions ensued regarding how to handle operations when one of the restrooms is closed. Mrs. Bahouth asked Mr. Kirby to present an update on this project at the March 2023 meeting. Staff provided a brief update as to the status of several other building projects,

including the lighting upgrades, the last of the bottle filler conversions and the status of the roof project at Montvale. Mrs. Bahouth updated the Board about the County's willingness to put a new roof on the library. Mrs. Cupit asked for specifics regarding the current procurement policy and how this project applies that policy.

Ms. Robertson reported on the current events and projects that are happening at the Montvale Library. A copy of that report is included at the end.

Mrs. Novalis presented the display policy draft version. Mrs. Bahouth asked if there was any more discussion or changes for this policy. There was none. Mrs. Stevens motioned to approve the display policy, as presented. Mr. Cox seconded, all agreed.

Mrs. Novalis presented the community exhibit policy draft version. Mrs. Bahouth asked if there was any more discussion or changes for this policy. There was none. Mrs. Palmer motioned to approve the exhibit policy, as presented. Mrs. Cupit seconded, all agreed.

This year the state holiday calendar observes Monday January 2 as the official holiday for New Year's Day. Staff are also requesting the Libraries be closed on Saturday December 31 for the holiday. Mrs. Cupit motioned to close the libraries on Saturday December 31, Mrs. Stevens seconded, all agreed. Mrs. Novalis discussed the annual staff development/staff training day to be held on October 10. The members were invited to attend, if desired.

Mrs. Novalis distributed the end of year financial report for FY22. There was a carryover amount of \$51,378.17. The Board discussed what projects these funds could be used for and Mrs. Novalis noted that the numbers for the bathroom improvements came in much lower than we anticipated. Mrs. Bahouth asked if there was any more discussion. Mr. Cox motioned to deposit 50% of the carryover, \$51,378.17, into the Building fund and the rest into the IT fund. Mrs. Stevens seconded, all agreed. Mrs. Novalis presented the adjustments for FY23 operating budget. Phase 1 of the pay study included an additional \$144,248.16 in County contributions, to be used for personnel expenses. The personnel summary was reviewed and Mrs. Novalis noted the full personnel services detail is available upon request. Mrs. Palmer motioned to accept the revised version of the operating budget, Mrs. Cupit seconded, all agreed.

Mrs. Novalis noted that the fund account detailed report will be available at the next meeting and reviewed the monthly revenue/expense report for September.

Mrs. Bahouth noted that the January meeting falls on the 3rd and the Board discussed the possibility of canceling that meeting. Mrs. Cupit motioned to cancel the January 3, 2023 meeting, Mrs. Palmer seconded, all agreed.

No Board member comments

New Business

Discussion of how to apply the new virtual meeting guidelines in the Code of Virginia ensued. The Board agreed that in person meetings were preferred but the language should be considered in case there are times when an in person quorum is not possible.

Mrs. Stevens recounted the update from the Montvale Preservation Group at the Board of Supervisors work session in September and how their work impacts the operations of the Montvale Library.

Mrs. Novalis noted there is no November Board meeting scheduled and passed out information regarding optional trainings offered by the Library of Virginia on all things Library Trustee related. The trainings are online and are free.

Mrs. Bahouth asked for a motion to adjourn. Mrs. Palmer motioned to adjourn, Mrs. Cupit seconded, all agreed.

The meeting adjourned at 6:30pm.