

Regular meeting
Bedford Public Library System Board of Trustees
October 3, 2023
Montvale Library, meeting room

Members present: Debra Bahouth, Hope Cupit, Olivia Madison, Pamela Palmer, Tracey Reichard

Members not present: Randy Cox, Anna Stevens

Staff present: Katie Hoffman, Library Services Librarian; Ivan Kirby, Facilities Manager; Jenny Novalis, Library Director; Kristin Robertson, Montvale Library Manager

Mrs. Palmer called the meeting to order at 5:00pm. Mrs. Bahouth motioned to approve the agenda, Mrs. Reichard seconded, all agreed.

Mrs. Palmer noted some changes to the previous September meeting minutes and the minutes were accepted, as amended.

Ms. Robertson provided a report about current operations at the Montvale Library. The report is included as an appendix to the minutes. She noted the results of a recent patron satisfaction survey conducted at Montvale and through the Montvale Elementary school. She also discussed the added story time during the farmer's market. Ms. Robertson introduced a new service/product called 'book boxes' to the Board and stated that it is similar to a subscription box but for books/snacks/activities, all in one. A brief discussion regarding the book boxes/subscription box idea ensued. Mrs. Palmer noted the positive increase in programming numbers for Montvale this past year and Mrs. Robertson elaborated on those figures, and also stated over the summer Montvale had the third highest programming attendance, only trailing Bedford and Forest. She also stated the adult and easy reader book circulations have increased too. Mrs. Palmer thanked Mrs. Robertson for the report and for her work at Montvale.

Mr. Kirby provided a report about building/grounds improvements conducted over the past year for all 6 library locations. The report is included as an appendix to the minutes. He has been focusing on the public bathroom improvements recently and that project is all done, with several needed plumbing improvements made throughout the system. Throughout the report Mr. Kirby noted that scheduling contractors/vendors is still difficult and supply chain issues are still a concern, as well as increased costs for materials and labor. A brief discussion of the old Registrar's space and their new location took place. Mr. Kirby discussed lighting upgrades, electrical improvements, some general repair and maintenance items such as problems with the downspouts at Forest. He also updated the Board on the status of our library vehicles. Mr. Kirby spent some time discussing the HVAC contracts, the cooling tower at Bedford Central and issues with power fluctuations in the Town of Bedford's electrical service affecting the lifespan of some of the equipment. A discussion of the Leyland Cyprus trees at Bedford Central Library ensued. The elevator at Bedford Central needs new

doors/sensors, it has been malfunctioning. Mr. Kirby stated he has looked into several repair options and Mrs. Novalis asked the Library Board to consider using the building fund account to pay for the repair, since it was not budgeted for in the operating budget. There is \$18,003 in that fund. Mrs. Reichard motioned to pay \$4995 invoice for the elevator repair out of the building fund account. Mrs. Madison seconded. There was no further discussion. All in voted in favor and the motion passed. Mr. Kirby also discussed putting a water shutoff valve in place to prevent water damage if the pipes burst in the unheated section of the building. Mrs. Robertson and Mrs. Novalis discussed some of the mold issues due to previous water damage and what offices are operating out of the backside of the building where there is heat. There were no more questions or discussion regarding Mr. Kirby's report. Mrs. Palmer thanks Mr. Kirby and stated that they appreciated all the work he does for the library.

Mrs. Novalis reviewed the collection development policy's purpose and importance. The staff review the policy every few years and suggest improvements or changes to the policy to align with current library standards. The collection development committee is a staff-led committee, comprised of staff in leadership positions with Masters Degrees in librarianship. The members met recently and have some suggestions to streamline the policy and ensure that local patrons' interests are being served by the process, and not have the process bogged down by nonlocal or national groups, as has happened in other public libraries. Mrs. Hoffman and Ms. Robertson are both on the collection development committee and are considered experts in this area of librarianship. They presented the suggested changes to section 5 of the policy. Mrs. Novalis noted that only edits to section 5 are included in this policy revision request. Mrs. Cupit had a question about how to request items for Hoopla and for print. Mrs. Hoffman and Mrs. Novalis discussed how people can suggest titles for purchase either through Hoopla or through the BPLS website. Mrs. Hoffman discussed the process the collection development committee used to put together the revisions being presented today. The Board discussed the proposed revisions with staff, including the need for transparency in the process and the reasoning behind separating the request for reconsideration from the rest of the policy. Mrs. Bahouth explained that by having the requestor come into the library to get the form and therefore speak to the staff, it gives the staff time to address any problems with the patron first, before they start the request for reconsideration process. Mrs. Hoffman explained how the books are selected in broad terms and who does the selecting. Mrs. Novalis also demonstrated the features that our PAC has, wherein patrons can read the same reviews the selectors are using. Patrons can leave their own reviews there too. The BPLS uses subject matter experts to review local author, if the book was donated to the library. Other aspects of the collection development process and book ordering process were discussed. Mrs. Palmer thanked the staff and stated that one thing that comes through in these reports is how diligent the staff have been in shaping the policy, how much energy you put into it and we appreciate that.

Mrs. Novalis reviewed the end of September expense report and the end of August income report. She also asked for suggestions on how to best to spend the additional \$40,000 in state aid that will be allocated to the BPLS, within the limits of what state money can be spent on. A brief discussion ensued and it was generally agreed to

spend some of this on revamping the audiobook collection, VOX books, and large print books. Fund account balances were reviewed as well.

Mrs. Novalis noted that the annual CIP requests are due to Bedford County before Thanksgiving. She reviewed the usual two requests – Forest Library expansion and a new Montvale Library – plus the project the Board has already discussed regarding the turnout lane and additional parking lot at Forest. A brief discussion of the difficulties of getting into and out of the Forest Library ensued as well as discussions of the history of the Montvale Library new library request .

Mrs. Palmer asked for a motion to accept the Directors Report. Mrs. Cupit motioned to accept the report, Mrs. Bahouth seconded and there was no further discussion. All agreed the motion was accepted.

No new business

Mrs. Cupit motioned to adjourn, Mrs. Bahouth seconded, all agreed.

The meeting adjourned at 6:55pm.