

Bedford Public Library System
Board of Trustees meeting minutes
Stewartsville Library meeting room
September 6, 2022 at 5:00pm

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

Staff members present: Jenny Novalis, Library Director; Deborah Ledbetter, Stewartsville Library Branch Manager

Mrs. Bahouth called the meeting to order at 5:09pm.

Mrs. Bahouth asked for a motion to approve the agenda. Mrs. Martin motioned, Mr. Cox seconded, all agreed.

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

No public comments

Mrs. Ledbetter reported on the current events and projects that are happening at the Stewartsville Library. She invited the members to take a tour of the building to see the recent improvements after the meeting.

Mrs. Novalis introduced a draft version of the BPLS display policy. She discussed the different sections of this new policy. It includes sections to help define the purpose of displays, sections to provide standard guidelines for staff who create displays and also clarified the policy is for BPLS owned items such as books, DVDs and other circulating items, not for exhibits or bulletin board content. Mrs. Novalis noted that she has visited each branch and discussed with the local branch manager what their current display space is and what themes/events/etc they intend to use for displays this year. The Board discussed the objective of the policy and the need to clear up where the display areas are in the libraries. There were several suggested wording changes, to better convey the intent and objective of the policy, and the scope of the policy. They also discussed accountability for the policy. The Board instructed Mrs. Novalis to make those changes, and this policy will be available for second consideration at the next meeting.

Mrs. Novalis introduced the BPLS Community Exhibits Policy. This policy governs non-BPLS owned exhibits that are presented in the libraries. In the past this policy has been incorrectly cited as governing the library displays, additional wording was added to provide clarification for its purpose and to help define the difference between the two policies. Exhibit is defined as a piece of work to be presented visually and the showing of such items is a secondary function of the library, as states in the policy. The Board discussed a few of the changes and did not have any suggestions for further edits. There was also discussion of several items that are included in the meeting room policy. Mrs. Bahouth noted this policy will be available for second consideration at the next meeting.

The Library has filed for reimbursement for January to June 2022 Internet costs from the Erate program. The reimbursement was approved and \$20,895.00 been received, as a result. The current balances in the fund accounts was discussed and the Board asked what upcoming projects these funds would be used for. Mrs. Novalis noted that Ivan Kirby will be presenting a public bathroom improvement plan at the next meeting and they discussed the ages of the buildings. It was recommended the funds go into the building fund, in anticipation of this project. Mrs. Bahouth asked if the Board was ready to make a motion. Mrs. Stevens motioned to transfer \$20,895 in Erate reimbursement funds into the building maintenance fund; Mrs. Cupit seconded; all agreed.

Mrs. Novalis presented the major highlights from the FY22 library statistics report. The Board discussed several items such as program stats, circulation stats and outreach efforts, all of which increased from the previous year. Trends over several years and what these stats are used for were also discussed. They also discussed how the Big Island children's programs were compiled. Mr. Cox noted that Big Island Library's situation is that the public library has basically become the BIE school library but does not receive any funds for acting as the school library. The Board discussed the implications of this on Big Island public library's staff time and our facilities as well as how the school responded to having this service available. Discussions of the homebound program also ensued.

September is national Library Card Sign up Month and Banned Books Week is September 18-24. Mrs. Novalis discussed several ways the BPLS branches were celebrating these awareness months and noted that the staff are very creative in coming up with ways to bring awareness to both of these national celebrations. The staff have been active in bringing library resources out into the community through preschool outreach programs, homeschool outreach efforts and the like. The Board discussed the impact of libraries in the community and the need to celebrate the freedom to read and draw awareness to the ALA Library Bill of Rights. Also the history of banned books week and the various reasons why books have been challenged, over the 40 years this awareness week has been championed. Mrs. Novalis noted that all the branches plan to do at least one display to celebrate the freedom to read, during this week.

Mrs. Novalis presented the monthly income/expense reports and there were further discussions on some revenue figures.

No Board Member comments

Mrs. Bahouth asked if there was any new business. Mrs. Novalis noted there have been some VA Code changes that govern virtual or electronic meetings that went into effect on September 1. She has reached out to County Attorney's office for clarification and if there will need to be any more bylaw changes. More information will be forthcoming.

Mrs. Bahouth asked for a motion to adjourn. Mrs. Martin motioned to adjourn, Mr. Cox seconded, all agreed.

The meeting adjourned at 6:30pm.