

Regular meeting
Bedford Public Library System Board of Trustees
Minutes for April 1, 2025
Forest Library, meeting room

Members present: Debra Bahouth, Heather Craver, Jennifer Lazowski, Olivia Madison, Pamela Palmer, Tracey Reichard

Members present online: Sharene Duncombe

Staff present: Jenny Novalis, Library Director; Jennifer Kahler, Forest Library manager

Mrs. Palmer called the meeting to order at 5:04pm. She asked for a motion to approve the agenda. Mrs. Reichard motioned to approve the agenda and Mrs. Madison seconded, all agreed and the motion passed. Mrs. Palmer noted one change to the minutes from the previous meeting, Jennifer Golston's name was misspelled. She asked if there were any other additions or changes to the minutes from the previous meeting. There were none and the minutes were approved as amended.

No public comments

Mrs. Kahler gave an update on the Forest Library's operations. She discussed staffing, layout and collection improvements, statistics, programs, challenges and upcoming trainings. [report is included in the meeting documents].

According to the County Finance Department, comp time is no longer able to be awarded for non-exempt FT employees. Employees will earn either straight overtime or time and a half instead. All references to comp time were removed from the Working Hours policy. A brief discussion ensued. Mrs. Novalis noted this is a first consideration of the policy and it will be on next month's agenda for final consideration.

Mrs. Novalis updated the Board on some anticipated changes to the Bedford County contribution for FY26 budget. The health insurance premiums are increasing by 7% and the BOS are considering a 3% cost of living increase for the workforce, in line with Virginia state employees' increase. With these changes the County contribution is expected to be increased by \$52,000 for a total of \$2,167,000. The BOS also discussed awarding a one-time bonus at the end of the fiscal year but funds for that would come from re-appropriated FY25 carryover funds. Mrs. Novalis updated the Board on the Forest Library's turn out lane CIP project status and the new completion date is anticipated to be by the end of 2025. The Board discussed the cuts to IMLS funding and the anticipated local consequences on services for Bedford citizens. Mrs. Novalis noted the first draft operating budget should be available at the next meeting for review.

The category 2 erate reimbursement from 2024-25 has been received and Mrs. Novalis requested those funds to be reappropriated into the computer equipment line of the operating budget. Mrs. Craver made a motion to reappropriate \$3,755.91 to the computer equipment line, Mrs. Reichard seconded. There was no more discussion. All agreed and the motion passed. The category 1

reimbursement from July 2024 – February 2025 was also disbursed and the Board discussed what long term needs the Library had for vehicle replacement and IT needs. Current balance in the building fund account is \$46,014.39; the balance in the vehicle replacement fund account is \$508.71 and the balance in the IT fund account is \$4,943.61. Mrs. Novalis noted that \$14,788 of the erate revenue should stay in the operating budget but the remaining \$19,772 could be moved into one or more of the other fund accounts. The Board discussed and Mrs. Bahouth motioned to move \$19,772 into the vehicle fund. Mrs. Lazowski seconded. There was no more discussion, all agreed and the motion passed.

The Board reviewed the monthly income and expense reports and there were no questions.

Board Member Comments:

The Board commented on how nicely the entrance to the Forest Library looked due to the Forest Thyme Club's volunteer efforts. Mrs. Palmer offered to write an acknowledgement letter and thank them for their work. Mrs. Kahler noted that she can deliver the letter to the members of that club and that they would appreciate it. Mrs. Lazowski asked that the staff revisit contacting vendors for a media plan and there was a discussion of various opportunities for library branding and the possibility of a library mascot.

Mrs. Palmer asked for a motion to adjourn. Mrs. Reichard motioned to adjourn, Mrs. Madison seconded, all agreed and the motion passed.

The meeting adjourned at 6:10pm