

Bedford Public Library System
Board of Trustees meeting Minutes
Bedford Central Library
August 4, 2020

Board members present: Natalie Martin, Debbie Bahouth, Randy Cox, Mary Jo Krufka, Anna Stevens and Hope Cupit.

Staff present: Jenny Novalis, Library Director

Ms. Krufka called the meeting to order at 5:01pm.

Ms. Krufka asked for a motion to approve the agenda. Mrs. Cupit motioned to approve the agenda, Mrs. Martin seconded, all agreed.

Ms. Krufka asked for a motion to approve the minutes from the previous meeting. Mrs. Martin motioned to approve the minutes, Mrs. Stevens seconded, all agreed.

No public comments.

Directors Report:

The proposed changes to the holiday policy were discussed, and there were no public comments on any of the policy changes presented at the previous meeting. Mrs. Novalis noted that the current draft of the holiday policy, as distributed in the board packet, is the most recent. Changes include adding 2 additional holiday days and making all regular employees eligible for holiday pay. Ms. Krufka asked for a motion to approve the holiday policy with changes. Mrs. Cupit motioned, Mrs. Stevens seconded, all agreed. Proposed changes to the circulation policy were discussed. Mrs. Novalis stated that both changes involve easing some restrictions due to the current economic state, increasing the amount of money owed before blocking access and sending to our debt collection vendor. Ms. Krufka asked for a motion to approve changes to the circulation policy, as presented. Mrs. Martin motioned to approve the revisions to the circulation policy, Mrs. Bahouth seconded, all agreed. Ms. Krufka asked for a motion to approve adding the "Infectious pandemic - levels of emergency chart for safe buildings" section to the emergency policy. Mrs. Bahouth motioned to add the document, Mr. Cox seconded, all agreed.

Mrs. Novalis talked briefly about the IMLS / OCLC / Battelle materials safety project, called REALM or REopening Archives, Libraries and Museums. The test 1 results and test 2 results have been published and the summary reports were handed out. The Board discussed how the library's current returned materials quarantine process fits with the most recent findings about how long the SARS CoV-2 virus survives on common library materials. Mrs. Novalis noted that the first result set indicated it is active on the DVD cases, and hardback book covers for only 1 day after exposure; but up to 3 days on the Mylar covered book covers, paperback book covers and pages inside of a closed book. Currently the BPLS quarantines all materials for a minimum of 3 days anyway. The results of test 2 present a problem for the magazines and children's board books though. Those tests indicate the virus is still active on these surfaces up to 4 days after exposure. The Board discussed how to move forward with our lending policies knowing this new information. Several scenarios were discussed but it was agreed to allow only in-house use of the magazines (non-circulating status) and to discard the older issues unless there is sufficient storage space to house them, off the public floor. Board books can be wiped off with alcohol

wipes manually after the 3 day quarantine period. Results for test 3 should be available in mid-August and test 4 has been announced. Test 4 will look at similar book materials as test 1, but the items will be stacked, instead of laid out alone. Mrs. Novalis will keep the Board updated.

Mrs. Novalis presented the FY20 library stats and noted that everything from physical book checkouts, to computer usage, to programming attendance was down from last year, due to the time we were closed and the safety precautions taken once we re-opened. The only stat that was higher than last year, was the number of electronic books/audiobooks and such that checked out, that figure was 130% of FY19.

Staff committee work on the 20-25 long range plan was put on hold after the state of emergency was declared but it will be continuing now. Updated timeframe puts a final plan, up for Board vote at the January 2021 meeting. Board recommendations will be discussed at the October 2020 meeting.

Mrs. Novalis reported that all the staff vacancies except for one page position at Bedford Central, have been filled. Administration is also creating a handbook for personnel questions and situations related to COVID-19. The handbook would cover "what to do if ..." type of situations involving staff safety issues, as well as, how to handle difficult staff-patron interactions. To this effect, Library Administration is working through the 'nine steps to achieve compliance' document put out by the VA Occupational Safety and Health Program for the new Emergency Temporary Standard for the COVID-19 Pandemic. It is our understanding that we have 30 days from its publication on July 27 to reach compliance. A discussion about the ETS and where library employees fit in the classification process put forth in the standard ensued. Mrs. Novalis reported that the majority of other public libraries in VA are classifying their employees as Lower Risk and that several of the compliance steps have already been undertaken in our workplaces. Mrs. Novalis will keep the Board informed.

The Library received reimbursement of Erate eligible expenses from the January 2020-June 2020 monthly Internet Shentel bills. The deposit amount was \$20,314.82. The Board discussed upcoming priorities for vehicles, buildings and technology needs. Ms. Krufka asked for a motion to move the \$20,314.82 into the facilities maintenance fund, Mrs. Bahouth motioned, Mrs. Martin seconded, all agreed. Mrs. Novalis noted that due to the timing of this meeting, the end of July financial reports were unavailable, but would be presented at the next meeting.

Ms. Krufka asked for a motion to adjourn. Mrs. Bahouth motioned, Mr. Cox seconded, all agreed. The meeting adjourned at 6:25pm