

Bedford Public Library System  
Board of Trustees meeting Minutes  
Montvale Library  
September 3, 2019

Board members present: Natalie Martin, Debbie Bahouth, Randy Cox, Pamela Willoughby, Mary Jo Krufka and Jan Markham.

Staff present: Jenny Novalis, Library Director

Randy called the meeting to order at 5:02pm.

Randy asked for a motion to approve the agenda. Jan motioned to approve the agenda, Natalie seconded, all agreed.

Randy asked for a motion to approve the minutes from the previous meeting. Mary Jo motioned to approve the minutes, Jan seconded, all agreed.

No public comments.

Directors Report:

Proposed changes to the shared leave policy were reviewed. Randy asked for a motion to approve the policy changes. Jan motioned to approve the Shared Leave Policy as presented, Debbie seconded, all agreed.

Proposed changes to the lost and found policy were reviewed. Randy asked for a motion to approve the policy changes. Debbie motioned to approve the lost and found policy as presented, Natalie seconded, all agreed.

The summer reading program stats were presented. Overall participants increased by about a 1000 people from last year. The Board complimented the staff on their fine work. Bedford's numbers rose by nearly 500 people, including having the largest attendance at the family programs – 927 people for 16 programs but Bedford also has the largest square footage children's area. Forest had the same number of programs as last year, but brought in over 200 more people. Montvale continues to offer programs, but their numbers declined a little. A discussion of population growth in the County ensued, especially for school age children and younger. Jenny noted that Big Island typically has higher numbers of children visiting the library during the school year, than in the summer, because each homeroom teacher schedules a library visit each week. Randy noted that his grandchildren go to the Big Island Elementary school and were told they don't have a librarian on staff at the school anymore. The Board was concerned about the strain this decision would have on the resources of the public library in Big Island. It was noted that Thomas Jefferson and Bedford Elementary School also lack qualified professional library staff. Mary Jo noted that it is not the public library's responsibility to be a school library, the public library is there in a supporting role for children's literacy, it should not be the primary role, that should be the school system. Pamela suggested that attention be drawn to this problem, especially if Big Island library is expected to be the primary library for all those students. Several members voiced concern that the \$14 per student money that is required to go toward library materials may not be spent accordingly.

The parking lot replacement project is moving along and Ivan would like try and complete the pressure washing at FO, MO and SV at the same time. Given the nature of this project, it would be extremely difficult to do when the libraries are open and he is requesting to have FO and MO closed for a day, in order to clean the exteriors. Natalie motioned to close these two branches one day for scheduled maintenance, Pamela seconded, all agreed. The Library Board discussed the projects to be submitted to the FY21 County CIP list. Jenny noted that she will provide copies of all documents submitted to the County to the next meeting.

Hopefully a new tradition, the "I Love My Library!" volunteer days have drawn out more than 30 people so far. Jenny described the projects and the Board was happy to see this type of citizen engagement in the community.

There is a vacancy on the Library Foundation Board of Directors and Ellen Wandrei has expressed an interest in serving on this board. Mary Jo motioned to appoint Ellen Wandrei to the BPLS Foundation Board of Directors, Debbie seconded, all agreed.

Jenny noted that Virginia Library Association has a new membership tier, called an affiliate member. VLA is instrumental in providing resources to public libraries in VA as well as lobbying on the state level for increases in state aid and other library priorities. All library staff and trustees are including in the new membership tier, an email should be arriving shortly with information.

The Board reviewed the latest financial statements and asked about any carry-over funds from the FY19 operating budget. Jenny will look into it.

Randy asked for a motion to adjourn. Mary Jo motioned, Jan seconded, all agreed. The meeting adjourned at 6:32pm.