

Bedford Public Library System
Board of Trustees meeting minutes
Bedford Central Library
February 4, 2020

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

Staff present: Jenny Novalis, Library Director

Mr. Cox called the meeting to order at 5:05pm.

Mr. Cox asked if there were any changes to the agenda, an item to re-visit and approve changes to the October 2019 meeting minutes was added. Ms. Krufka motioned to approve the agenda, Mrs. Bahouth seconded, all agreed.

Mr. Cox asked for a motion to approve the December 2019 meeting minutes. Mrs. Markham motioned to approve the minutes, Mrs. Willoughby seconded, all agreed. Two sentences were accidentally left off the written minutes from October 2019. The mistake has been corrected, and revised minutes were distributed. Mrs. Martin motioned to approve the revised minutes from October 2019, Ms. Krufka seconded, all agreed.

Directors Report:

The 2020 state holiday calendar lists Friday, July 3 as the official holiday since July 4 is a Saturday. Staff would like to request that the library be closed for both the official Friday July 3 and the Saturday July 4 date in 2020. The current holiday policy was discussed. Mrs. Markham motioned to close both days for the Independence Day holiday, Mrs. Martin seconded, all agreed.

Per the Education Benefit policy, Jenifer Golston would like to apply for tuition reimbursement for the Spring 2020 semester. Jenifer is the manager at our Moneta / Smith Mountain Lake Library and is currently enrolled in the MLIS program at University of TN. Ms. Krufka motioned to approve the request, at the amount specified in the policy; Mrs. Markham seconded, all agreed.

Mrs. Novalis updated the Board on the Winter Read program, including its expanded timeframe and new programming opportunities that are available to the public. A discussion of the theme, book selections, and upcoming Pie Bake and Dance at Big Island ensued. Mr. Cox noted that the March Library Board meeting date was the same evening, and he felt it was important to support that program since it will be heavily attended and is a big deal for the Big Island community. The Board discussed moving the next Library Board meeting to a different date or canceling the meeting altogether. The Board decided to cancel the March 2020 board meeting, Mr. Cox asked for a motion. Ms. Krufka motioned to cancel the March 3, 2020 library board meeting; Mrs. Bahouth seconded, all agreed.

Funds from the delayed Erate21 cycle requests and 1 Erate22 cycle have finally been approved and disbursed to the Library. That was \$23,919 for the Lumos bills dated 1/2019 – 6/2019; \$18,885.88 for the CNIC bills dated 11/2018 and \$21,475.18 for the Shentel bills dated 7/2019 – 12/2019. The total income was \$64,280.06 to be designated into one or more of the fund accounts. The Board reviewed the fund account balances and discussed upcoming projects. Mrs. Novalis noted that the next Erate22

project was to replace the wiring at Bedford Central, and that was bid out last year, to the tune of \$23,169.07, which is scheduled to be completed in April 2020. It will take up to 3 days to complete and ideally the library would be closed to the public at that time. Dates would be April 27-29. Bidding for the 2020-2021 Erate eligible projects – rewiring the Big Island and Forest Libraries – have concluded. Again, it would be best if the libraries were closed to the public while the work is being done. Dates for that would be August 6 at Big Island (which is a Wednesday), and August 10-12 at Forest. Ms. Krufka suggested putting enough money into the IT fund to cover the rewiring projects at these three buildings, then splitting the rest between the remaining two funds. Mr. Cox asked for a motion to move \$40,000 into the IT fund, \$12,140.03 into the Building maintenance fund, and \$12,140.03 into the vehicle fund; and to close to the public on those designated dates for the rewiring projects. Mrs. Bahouth motioned to move the funds, as described, and close on those dates, Mrs. Martin seconded, all agreed. Mrs. Novalis noted that while the buildings were closed, staff would be working at a neighboring branch.

The Board reviewed sections 1 and 4 of the revised Library Board of Trustees Handbook and there were no questions.

Mrs. Novalis reported on the library system's mid-fiscal year operational stats and presented the end of December 2019 financial reports. She noted that there will be at least one more Erate reimbursement disbursement request before the end of the fiscal year, possibly two.

Mr. Cox asked for a motion to adjourn. Ms. Krufka motioned, Mrs. Bahouth seconded, all agreed. The meeting adjourned at 6:10pm.