

Bedford Public Library System
Board of Trustees meeting Minutes
Bedford Central Library
July 7, 2020

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

Staff present: Jenny Novalis, Library Director

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

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

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

No public comments.

Mr. Cox opened the floor for nominations for a new slate of officers, the Board discussed the current officers. Mrs. Martin nominated Mary Jo Krufka for chairman, Mrs. Markham seconded, all agreed. There were no other nominations for chairman. Ms. Krufka nominated Natalie Martin for vice-chairman, Mrs. Markham seconded, all agreed. There were no other nominations for vice-chairman. Ms. Krufka nominated Mrs. Cupit for Treasurer, Mrs. Martin seconded, all agreed. There were no other nominations for treasurer. Mr. Cox closed the nominations and announced the officers for 2020-2021 year. Ms. Krufka asked if there were any conflicts with the draft meeting schedule. It was noted that the November meeting is scheduled to be on a holiday. Ms. Krufka suggested the Board cancel the November meeting and proceed with the first Tuesday dates at 5pm for all the other months, meeting at Bedford Central since it is the largest meeting room and that makes social distancing easier. Ms. Krukfa asked for a motioned to adopt the 2020-21 public meeting schedule as presented, Mr. Cox motioned to adopt the meeting calendar, Mrs. Cupit seconded, all agreed.

The 2 new library board members, Anna Stevens and Hope Cupit were introduced.

Directors Report:

The Library Board discussed Virginia's phase 3 re-opening guidance and discussed the public school's plans for the upcoming year. Mrs. Novalis noted that for the libraries, the only real change from we were doing in phase 2 is that the meeting rooms at Bedford, Montvale and Moneta are open for the public to make reservations and small in-person events/storytimes can be held. The current safety procedures were reviewed, including how returned materials are handled.

Online summer reading program participation is better than staff expected, with 266 registered users and 58,141 minutes read to date. Some of the new safety processes include, requiring registration for all in-person events to limit the number of people in one area, social distancing protocols, as well as, providing only outdoor performances for the larger shows. So far families have been very respectful of our new rules. Summer reading program is set to run through August 7. Mrs. Novalis said that there

were 7 applications received for the youth services programming coordinator position and all of them are qualified, it will be a very tough decision with the candidate pool being so competitive.

The Board discussed some CARES Act funding opportunities and how the libraries could benefit from these funds – including providing hotspots for checkout, providing touchless hold pickup lockers, and reimbursements for cleaning/sanitizing products. A lively discussion of the CDC guidelines for masks, other protective/safety measures and the state of wireless Internet access in Bedford County ensued.

The rewiring project at Forest and Big Island are still scheduled for early to mid August, and the only remaining branch without the updated Cat-6 cabling will be Montvale. Mrs. Novalis asked the Board for up to \$4000 to be appropriated from the IT fund account to rewire the Montvale Library. She noted that the Montvale expense would not be reimbursed under the E-rate program. The current phone system is due for an upgrade as well, and our current Internet provider, Shentel, has a PRI hosting option which we can take advantage of with only a small monthly increase in what we are paying now for the PRI. The Stewartsville Library RFID project is underway, and staff are busy tagging all the existing books, dvds, and other materials. Once this goes live, the whole RFID technology project will be finished. It took few years to finish, but this touchless checkout system will be a benefit in the post-COVID-19 landscape.

Three policy changes were discussed, the holiday policy, the circulation policy and the emergency policy. The various changes will be up for a vote at the next meeting.

As it stands now, the state grants in aid amount will be higher than first anticipated, with the budget amendment still in place for an overall increase to public library state aid in this biennium. The Board reviewed the fund account balances and Mrs. Novalis discussed a safety issue with the Moneta Library's parking lot that staff would like fixed, initial figures put the fix at up to \$8000. More discussion ensued and Ms. Krufka asked for a motion to use fund account monies for the safety upgrade at Moneta and the rewiring project at Montvale, as discussed here. Mrs. Cupit motioned, Mr. Cox seconded, all agreed. The Library has received \$14,888.61 in Federal E-rate program reimbursement. Mrs. Markham asked for recommendations where to designate these funds. Mrs. Novalis noted that the most pressing needs are still for building improvements and IT improvements and suggested splitting it between those two accounts. Ms. Krufka noted that if something happens to the courier van, the Board can authorize funds to be transferred from one account to another. Mrs. Stevens motioned to move half the revenue into the building fund account and the other half into the IT fund account. Mrs. Martin seconded, all agreed. The Library receives most of its books from Brodart, which is located in Williamsport PA. While PA was shut down, there were no books leaving their warehouses. As a result of this shutdown, around \$10,000 worth of books were ordered with FY20 funds, but not expected to come in until FY21. Mrs. Novalis asked the Board to re-appropriate those funds into the FY 21 book budget. Mrs. Markham motioned to re-appropriate those funds, Mr. Cox seconded, all agreed.

Ms. Krufka asked for a motion to adjourn. Mrs. Martin motioned, Mrs. Stevens seconded, all agreed. The meeting adjourned at 6:45pm