

Bedford Public Library System  
Board of Trustees meeting Minutes  
Bedford Central Library  
November 10, 2020

Board members present: Natalie Martin, Debbie Bahouth, Randy Cox, Hope Cupit, Anna Stevens, Mary Jo Krufka, and Jan Markham. Staff present: Jenny Novalis, Library Director

Ms. Krufka called the meeting to order at 1:00pm

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

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

No public comments.

**Directors Report:**

The Library Board discussed the draft employee appreciation bonus methodology. Mrs. Novalis explained how Bedford County awarded the bonus and suggested the Library do something similar.

The Library Board recognized that the staff did an excellent job of adapting to new job duties, new safety measures, new workplace rules and because of that, the BPLS was one of the only Library systems in this area to safely open to the public in May. Throughout the state of emergency staff continued to work diligently and provide services to the citizens of Bedford County.

It was determined that the Library needed \$26,906.25 to cover all regular employees that worked through the state of emergency and up to now. Those hired before March 18 would have the full bonus amount of either \$750 for FT or \$500 for PT, and those hired after that date would have the bonus prorated to their date of hire and any leave without pay taken during that time would also be prorated. There was discussion of what the cutoff date should be, and they decided on October 1. The Board discussed how to award a bonus to the substitute employees who worked during this time as well. It was decided that if the sub worked at least 80 hours from the March 13 – October 1 date, she would receive \$125 and if less, she would receive \$50. Using this formula, the total amount needed was \$27,481.25.

Due to limited operations after the state of emergency was declared and until the BPLS re-opened normal operating hours; the BPLS saved \$82,423 in unspent funds. Some of these funds had already been re-appropriated to the FY21 operating budget at previous meetings for additional books and fiscal services charges. Ms. Krufka asked for a motion to appropriate \$27,481.25 to FY21 for the purpose of a one time employee appreciation bonus to be paid out on November 18. Mr. Cox motioned to appropriate the funds, Mrs. Martin seconded, all agreed. Ms. Krufka asked for a motion to award a one time employee appreciation bonus in the listed amounts for staff still employed by the Library as of October 1, 2020, including the listed substitute employees. Mr. Cox motioned, Mrs. Cupit seconded, all agreed.

Ms. Krufka asked for a motion to adjourn. Mr. Cox motioned, Mrs. Martin seconded, all agreed. The meeting adjourned at 1:30pm.