

Bedford Public Library System
Board of Trustees meeting Minutes
Bedford Central Library
October 6, 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 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, Mr. Cox seconded, all agreed.

No public comments.

Directors Report:

Mrs. Novalis talked briefly about the fourth IMLS / OCLC / Battelle materials safety project test. AKA REALM or REopening Archives, Libraries and Museums. The only change in procedure they suggest is to stand up or fan the returned books/materials so that there is some air flow in between the pages. This will have to depend on the available space but staff are trying to make it work. Mrs. Novalis will keep the Board updated.

September was Library Card Sign up Month. The BPLS mounted a sign up campaign and partnered with the public school system to promote the new student cards. There were 329 new cards issued and about half of those were through the new online card signup process. That was about a 20% increase in new cards from September 2019.

The Library Board reviewed the fund account spending to date, available funds and discussed needed workplace safety improvements, including those that could be reimbursed from the CARES Act monies. Mrs. Novalis presented a breakdown of all those figures. Ms. Krufka asked for a motion to approve spending for a new staff door at Stewartsville, touch less water fountains for the whole system and two moveable screens at Bedford, for a total of up to \$23,000 from the Facilities Maintenance Fund. Mrs. Stevens made the motion, Mrs. Martin seconded, all agreed. Ms. Krufka asked for a motion to approve transferring the \$12,278.00 from the Star City Erate reimbursement and \$20,000 from the IT fund into the Facilities Maintenance Fund. Mrs. Markham made the motion, Mrs. Cupit seconded, all agreed. Mrs. Novalis noted that there were no more large IT projects slated for this year that could not be funded from the operating budget. Mrs. Novalis also noted that there should be two more Erate reimbursements coming from USAC in FY21 for around \$20,000 each.

The Library Board discussed priority services and library functions for the upcoming long range plan. They also discussed how to continue to safely operate the library should the pandemic get worse and liked the idea of installing afterhours hold pickup lockers. Mrs. Novalis noted that several other Virginia

public libraries already have them and the staff felt they would get a lot of usage. Mrs. Stevens motioned to purchase the model lockers discussed from the Facilities Maintenance Fund, Mr. Cox seconded, all agreed. The Library Board discussed ways to engage the community more and increase partnerships. Besides the lockers, they also discussed several ways to continue to adapt to how the community uses our resources during the pandemic. They also expressed a desire to make sure the library is staying relevant to the community.

Mrs. Novalis noted that there were 4 invoices from FY20 that were never billed by the County to the Library - \$17,500 in fiscal services and \$316.35 in postage. Ms. Krufka asked for a motion to re-appropriate these funds to the FY21 operating budget. Mr. Cox motioned to re-appropriate \$17,816.35 to the FY21 operating budget, Mrs. Bahouth seconded, all agreed. The Board reviewed the income/expense report from the end of August and there were no questions.

The Library Board discussed the FY22 operating budget request. It was noted that any CIP building projects identified in the long range plan should also be requested this next budget cycle. These projects were reviewed. The Library Board discussed all the accomplishments of the library staff over the past year and all the challenges faced with the current pandemic. The Board was very impressed at how admirably the staff performed and instructed Mrs. Novalis to include a request for a 3% cost of living raise for all library employees in the FY22 budget.

Mr. Cox noted under new business that he would speak to the Big Island manager about the possibility of acquiring or using some of the neighboring farm's land as a precursor to increase the size of the library. The land the library sits on now was donated/gifted by a local family and there may be an opportunity there to pursue.

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