

Bedford Public Library System  
Board of Trustees meeting Minutes  
Bedford Central Library  
September 1, 2020

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

Staff present: Jenny Novalis, Library Director

Ms. Krufka called the meeting to order at 5:10pm.

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

No public comments.

Directors Report:

The collection development policy guidelines and book ordering process were discussed in great detail. The selectors rely heavily on professional reviews to determine what to buy and not everything gets reviewed. The selectors also strive to keep the collection balanced, to represent all viewpoints on a topic and with this being an election year, there are a lot of political books available on the market. Mrs. Novalis introduced the new online 'book suggestion form' that is going live shortly. Several members of the Board noted there are benefits to getting suggestions/complaints about the collection. Sometimes it will bring to light a possible problem and also being able to address those complaints directly is a good thing. Mrs. Novalis agreed and hopes that people will use the suggestion form.

Mrs. Novalis talked briefly about the third IMLS / OCLC / Battelle materials safety project test. AKA REALM or REopening Archives, Libraries and Museums. No changes to the current procedures were discussed. Test 4 will look at similar book materials as test 1, but the items will be stacked, instead of laid out alone. Mrs. Novalis will keep the Board updated.

The Board reviewed changes to the COVID-19 personnel processes and safe workplace measures the library has already undertaken. Mrs. Novalis noted that hazard assessments are being completed and some workplace/furniture re-configurations will be necessary. The Board discussed what that would entail and Mrs. Novalis shared a list of possible enhancements and costs. Many of these items would be reimbursable expenses under the CARES Act guidelines. The Board was supportive of making these changes and felt that workplace safety is just as important as creating safe places for the public. Mrs. Novalis asked for \$7000 to be taken from the building maintenance fund for 7 Brody chairs. She described the chair and why it is a better solution for social distancing people than what is in place now. Mrs. Markham motioned to approve the Brody chair expense from the building fund, Mrs. Bahouth seconded, all agreed. Mrs. Novalis asked for up to \$1000 to purchase two moveable partition walls for the Montvale Library, in order to break up the meeting room space and create smaller study units that would allow for social distancing. Montvale has been very busy with students and tele-workers coming in to use the free wifi. Mrs. Markham motioned to approve the request, Mrs. Martin seconded, all

agreed. The Board discussed the change in the type of usage the libraries are seeing already due to the pandemic and was happy to see that citizens were taking advantage of the free wifi, safe interior spaces and other study-related benefits the libraries have.

The three year plan to upgrade the old cat-5 wiring in the library buildings to cat-6 standard is complete. Overall it cost \$59,893 to complete but as all the expenses were Erate eligible, the library was reimbursed \$41,925 of that project cost. The Board discussed the benefits of this project for all library services moving forward.

September is national library card sign up month. Mrs. Novalis updated the Board on the library's outreach efforts with the public schools to get every child in Bedford County a BPLS card. There is also a new 'student card' designation that allows for unlimited electronic resources to be used and only 3 books/DVDs to be checked out at a time. The student aged 12-17 can sign up online and those children do not need a linked parent/guardian account to get this particular type of card. The Board like the idea and Mrs. Novalis discussed how this card stays within the spirit of the circulation policy. Mrs. Novalis has been in contact with several teachers and curriculum developers at the schools to promote the library's online book collections and research databases to the Bedford Connects students, as well.

The re-appropriated FY20 funds that were approved at an earlier meeting have been inserted in the operating budget. Mrs. Krufka asked for a motion to approve the new FY21 operating budget. Mrs. Bahouth motioned, Mrs. Markham seconded, all agreed.

The financial reports from July were reviewed and discussed. Mrs. Novalis asked for a motion to approve \$30,000 from the building maintenance fund to help finish up the multi-year 'can light' replacement project. Our contractor would be working on Moneta next. Mrs. Markham motioned to approve the expense, Mrs. Bahouth seconded, all agreed. Mrs. Novalis will have an updated fund account spending document at the next meeting with committed figures, spent amounts and remaining amounts.

Ms. Krufka asked for a motion to adjourn. Mrs. Bahouth motioned, Mrs. Markham seconded, all agreed. The meeting adjourned at 6:30pm