

Regular meeting
Bedford Public Library System Board of Trustees
December 5, 2023
Bedford Central Library, Peaks meeting room

Members present: Debra Bahouth, Randy Cox, Olivia Madison, Pamela Palmer, Tracey Reichard

Members not present: Hope Cupit, Anna Stevens

Staff present: Katie Hoffman, Library Services Librarian; Jenny Novalis, Library Director

Mrs. Palmer called the meeting to order at 5:01pm. Mrs. Bahouth motioned to approve the agenda, Mrs. Madison seconded, all agreed.

Mrs. Palmer noted a change to the previous meeting minutes and the minutes were accepted, as amended.

No public comments

Director's Report:

Mrs. Hoffman recapped the discussions from the previous meeting regarding revisions to section 5 of the collection development policy. Mrs. Palmer, after consulting with Bedford County attorney's office, also noted a revision for section 2 that the Board should consider. Mrs. Hoffman recapped the methodology the library staff use to select books. She also discussed the process involved with donated books and books by local authors which would not reasonably have a professional review. A brief discussion ensued. Mrs. Bahouth motioned to accept the policy as presented, with changes to section 5 and section 2. Mr. Cox seconded. There was no further discussion. All the members voted in the affirmative and the motion passed.

Mrs. Novalis presented the library materials adjustments, as requested at the last meeting, for the FY24 operating budget detail. The adjustments were to account for the increase in state aid allocation the BPLS would be receiving from the state this year. Mrs. Reichard motioned to accept the revised budget as presented. Mrs. Madison seconded. There was no further discussion. All members voted in the affirmative and the motion passed.

The Board reviewed the library's CIP requests for FY25 and discussed items related to the FY25 operating budget.

Financial Report:

The Board reviewed the end of October incomes and the end of November expenses. Mrs. Novalis noted that the overall operating expenses were at 41.6% which is on target. Mrs. Novalis presented the E-rate report for this upcoming cycle. RFPs for Internet services and eligible network equipment will be posted on the EPC site by our E-rate consultants. Bids will be received until December 26 and action items to award the contracts will be on the February 2024 agenda.

Mrs. Palmer asked for a motion to accept the director's report. Mrs. Madison motioned to accept the report, Mr. Cox seconded. All the members voted in the affirmative and the motion passed.

Mrs. Palmer asked for a motion to accept the financial report. Mrs. Bahouth motioned to accept the financial report. Mr. Cox seconded. All the members voted in the affirmative and the motion passed.

Board member comments:

Mrs. Bahouth wished everyone a wonderful Christmas and New Year and I'm looking forward to seeing everyone in February.

No new business

Mrs. Palmer asked for a motion to adjourn. Mrs. Reichard motioned to adjourn, Mrs. Bahouth seconded. All agreed. The meeting adjourned at 6:22pm.