

Regular meeting
Bedford Public Library System Board of Trustees
Minutes for December 3, 2024
Bedford Central Library, Bedford Room

Members present: Debra Bahouth, Heather Craver, Sharene Duncombe, Jennifer Lazowski, Olivia Madison, Pamela Palmer, Tracey Reichard

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

Mrs. Palmer called the meeting to order at 5:00pm. She asked for any changes to the agenda, Mrs. Novalis noted that Ivan has requested an action item be added, for building fund account purchases to deep clean the carpets at Moneta and fix the sliding doors at three locations. Mrs. Palmer asked for a motion to approve the agenda, as amended. Mrs. Reichard motioned to approve the amended agenda and Mrs. Madison seconded, all agreed and the motion passed. Mrs. Palmer asked if there were any additions or changes to the minutes from the previous meeting. There was a typo noted in the 6th paragraph, it should read, "Mrs. Palmer noted that people will probably be unhappy but it is just unavoidable and people have to be protected". There were no other changes and the minutes were approved as amended.

No public comments

Board Chair Report:

Mrs. Novalis stated that the Board discussed appointing Mrs. Lazowski to the Finance Committee at the August meeting but, there was no action taken at that time. This item is to document the appointment. Mrs. Palmer verified that Mrs. Lazowski is still interested in being on the committee and then Mrs. Bahouth motioned to appoint Jennifer Lazowski to the Finance Committee. There was no further discussion and Mrs. Reichard seconded the motion. All agreed and the motion passed.

Mrs. Palmer opened a discussion of section 4, book selection criteria, of the collection development policy. She detailed her experience in wanting to learn more about transgender subject and after searching the library's catalog she stated that there were no books that showed her an alternative viewpoint. She purchased 12 books and requested they be added to the collection to supplement what was already there. However, since only one of the requested books had a professional review, the others needed to go through the secondary vetting process in the policy, which is time consuming. Mrs. Palmer felt the rest of the Board should be informed as to what her experience was and that the policy should be reviewed and improvements made. The Board discussed the current policy, some of the book ordering processes and many clarifying statements and questions were asked. Mrs. Palmer suggested the Board take some time to think about the policy and then she requested staff to put this item on the agenda for the next meeting.

Director's Report:

The Board discussed potential changes in revenue for FY26, including about a \$6000 reduction in state aid and what the budget request amount from Bedford County should be. Several expense lines were discussed too, including marketing, programming and other materials. Mrs.

Novalis stated the finance committee should be meeting before the January 3 deadline to submit the FY26 operating budget request to Bedford County. And the committee will report back to the full Board.

The December programming update was handed out and the Board discussed some of the upcoming programs.

The monthly operating budget reports were handed out for review, and it was reported that the FY24 audit was also complete. A copy is available upon request.

The exterior, sliding doors at Forest, Stewartsville and Bedford are in need of work, outside of the scope of the current maintenance contract. The work was discussed and Mrs. Novalis asked the Board to consider using the building fund account balance to pay for the work, instead of pulling it from the operating budget. Three quotes total \$3,322. Mrs. Reichard made a motion to approve \$3,322 be paid from the building fund for this project, Mrs. Bahouth seconded it. There was no further discussion, all voted yes and the motion passed. Mr. Kirby is requesting an additional \$1650 be used from the building fund to perform a one time, deep cleaning of the Moneta Library carpeting. Most of the other locations have already been treated. Mrs. Duncombe motioned to approve \$1,650 from the building fund for carpet cleaning, Mrs. Madison seconded. There was no further discussion, all voted yes and the motion passed.

Mrs. Palmer made a motion, seconded by Mrs. Lazowski to enter into closed session pursuant to section 2.2-3711(A)(1) of the Code of Virginia for the purpose of employee performance review.

voting yes: Mrs. Reichard, Mrs. Bahouth, Mrs. Madison, Mrs. Duncombe, Mrs. Craver
voting no: none
motion passed.

Mrs. Palmer made a motion, seconded by Mrs. Bahouth to go back into the regular session. All members voted yes, motion passed.

The Bedford Public Library Board of Trustees does certify that to best of each member's knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the closed session were heard, discussed, or considered in the closed session.

Members voting yes (in alphabetical order) : Debbie Bahouth; Heather Craver; Sharene Duncombe; Jennifer Lazowski; Olivia Madison; Pamela Palmer; Tracey Reichard

No Board member comments

Mrs. Palmer asked for a motion to adjourn. Mrs. Lazowski motioned to adjourn, Mrs. Madison seconded, all agreed and the motion passed.

The meeting adjourned at 6:27pm