

Regular Meeting  
Bedford Public Library Board of Trustees  
February 6, 2024  
Bedford Central Library, Peaks Meeting Room

Members present: Debra Bahouth, Hope Cupit, Olivia Madison, Pamela Palmer, Tracey Reichard

Members not present: Anna Stevens

Staff present: Jenny Novalis, Library Director

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

No changes to the meeting minutes from December 2023 were noted and the minutes were accepted.

No public comments

Director's Report:

Mrs. Novalis briefly described the E-rate RFP process and presented the annual category 1 eligible project criteria and vendor rankings, a brief discussion ensued. Mrs. Palmer asked if the Board was ready to award the Internet service contract to Shentel. Mrs. Madison motioned to award the Shentel Internet contract, Mrs. Bahouth seconded, there was no further discussion and the motion passed. The category 2 eligible project criteria and subsequent vendor rankings were reviewed. Mrs. Reichard motioned to award the Zivaro contract, Mrs. Madison seconded, there was no further discussion and the motioned passed.

The Board reviewed the state holiday calendar for calendar year 2024 and no additional dates were required to be added to the Library's holiday schedule this year.

Mrs. Novalis provided a brief update on the Library's winter programs, including the Festival of Trees fundraiser, winter reading program participation stats, the annual valentines for vets program outcomes and some new programs that staff are trying out. The self-care Saturday offerings at the Stewartsville Library, in particular, seem to be very well received by the citizens. Mrs. Novalis thanked the Board members who painted or otherwise created ornaments for the Library's Festival of Trees entry this year. Since the Board had been focusing on collections for the last few meetings, staff put together a quick "focus on the large print collection" report that outlines how old the current collection is, as well as large print book allocations for each branch.

The end of December 2023 income report and the end of January 2024 expense report were presented and discussed. The fund account balances were also presented. Mr. Kirby has reported that one of the 7.5 ton HVAC units at the Moneta Library is in need of repairs. The parts are still under warranty but the service is not included. The Board discussed next steps for this repair. Mr. Kirby has also reported the HVAC unit which serves the Peaks Room corridor at Bedford

Central needs repairs to replace the temperature sensor control board, which has failed. Mr. Kirby is working with our vendor, Comfort Systems on another quote to improve efficiency with the cooling tower at Central, in addition to this repair. Mrs. Novalis is requesting the repairs for the Peaks Room area HVAC unit be paid for from the building maintenance fund, the vendor has quoted us a cost of \$1, 336 to complete these repairs. Mrs. Cupit motioned to approve the Peaks Room HVAC repairs from the building maintenance fund, Mrs. Bahouth seconded, there was no further discussion, the motion passed.

#### Board member comments

Mrs. Cupit said she took her granddaughter to the paper doll making workshop here at Central and she had the best time. She loved the activity and even created more paper dolls at home after the program. Mrs. Cupit wanted to thank the staff for doing such a great program.

#### New Business

Mrs. Palmer asked if any members have heard from Mrs. Stevens in the last few months. She has missed many meetings this year and while we all understand she has a lot on her plate with family responsibilities and work responsibilities, her absence is having an impact on the Board. Mrs. Bahouth noted that her absences were a concern when she was Chairman too. A brief discussion ensued as to what actions should be taken to rectify the situation. Mrs. Palmer will attempt to reach out to Mrs. Stevens again, and discuss next steps with regard to participation on this Board because the Board needs to have active members. Mrs. Cupit asked who appoints new members to the Library Board and what area does Mrs. Stevens represent, Mrs. Bahouth noted that the Board of Supervisors would appoint new members and she lives in district 6. Mrs. Bahouth also stressed that it is in the citizen's best interest to have a Library Board made up of representation from all areas of this County. Mrs. Novalis noted that Mr. Cox's vacant seat is up for appointment on Monday February 12 and the Board of Supervisors does have an application on file for a member from his same area of the County, district 5.

Mrs. Palmer asked for a motion to adjourn. Mrs. Madison motioned to adjourn, Mrs. Reichard seconded, there was no further discussion and the motion passed.

The meeting adjourned at 6:00pm