

Regular meeting
Bedford Public Library System Board of Trustees
Minutes for February 4, 2025
Bedford Room, Bedford Central Library

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

Members not present: Olivia Madison

Staff present: Jenny Novalis, Library Director

Mrs. Palmer called the meeting to order at 5:04pm. She asked for a motion to approve the agenda. Mrs. Bahouth motioned to approve the agenda and Mrs. Reichard 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 were none and the minutes were approved.

No public comments

Mrs. Novalis presented several mid year adjustments to the FY25 operating budget. A brief discussion ensued and the Board members asked clarifying questions. Mrs. Duncombe motioned to take action on the FY25 mid year budget adjustments, as presented; Mrs. Craver seconded. There was no more discussion and all agreed, the motion passed. The major points of the December 30 finance committee meeting were discussed and the FY26 operating budget timeline was reviewed. The Board approved the Finance Committee's recommendation to ask Bedford County for additional funds to help the Library with marketing efforts.

Continuing the discussion on the Library's collection development policy, several suggested wording changes were presented. The revision would only affect section 2, part 4: Selection Criteria and section 3: Donations. The Board discussed the staff recommended wording. The Board also discussed other selection aids such as liberal and conservative leaning book review sources that the library can provide on our website, in order to help people find materials that they deem are appropriate for their family. Signage in the children's areas were also discussed.

The Board reviewed the monthly operating budget reports, Mrs. Novalis noted that the expense reports do not include all payroll amounts in January, so the numbers are a little off. Once Finance has a handle on the ADP to UKG payroll service provider transition, those numbers will be updated. Mrs. Novalis also presented a breakdown of the expenses related to the two ongoing insurance claims. Bedford Central's work is almost complete.

Mrs. Palmer made a motion, seconded by Mrs. Reichard 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. Bahouth, Mrs. Lazowski, Mrs. Duncombe, Mrs. Craver

voting no: none

motion passed.

Mrs. Palmer made a motion, seconded by Mrs. Duncombe 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; Pamela Palmer; Tracey Reichard

Board member comments:

Mrs. Duncombe revisited the library holding some training classes for parents to teach digital literacy and safety for families. She has done a lot of research in this area and she has a curriculum that the library can use to facilitate the seminar. It would introduce resources that parents can use to help make good digital choices, how to create a family device agreement, how to decide when your child is ready to be online, parenting tech controls and what tools exist to help parents make good choices on this topic. She related a personal experience with her family where being aware of these resources would have been helpful. Timing of these programs would be in the summer, before school starts on a Saturday when parents are hopefully available. She suggested having a concurrent children's program going on at the same time.

Mrs. Lazowski added that it would be a good idea to help the Library's social media algorithms if folks click on the posts and share the content.

Mrs. Bahouth stated that Jenifer Golston at Moneta did such a good job on the news segment, talking about upcoming programs at the Library.

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

The meeting adjourned at 6:55pm