

Regular Meeting
Bedford Public Library Board of Trustees
June 25, 2024

Members present: Debra Bahouth, Hope Cupit, Olivia Madison, Tracey Reichard via electronic means using the Zoom platform in accordance with VA Code § 2.2-3708.3

Members not present: Pamela Palmer and Sharene Duncombe

Staff present: Jenny Novalis, Library Director; Julie Wyatt, Technology Librarian

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

No changes to the meeting minutes from May 2024 were noted and the minutes were accepted.

No public comments

Director's Report:

Mrs. Novalis reported that two e-rate reimbursements have been received and recommended \$5,120.07 be moved into the IT Fund account and \$23,880 be moved into the Building Maintenance Fund account. She also reviewed the existing fund account balances. Mrs. Reichard asked for a motion to approve the recommendation. Mrs. Cupit motioned to approve the recommendation; Mrs. Bahouth seconded. There was no further discussion, all agreed and the motion passed.

Mrs. Novalis recapped the highlights of the Memorial Day flood at Bedford Central Library in the Tech Services Department and noted that the insurance adjuster has been onsite to assess the damage. A brief discussion about the extent of the damage ensued. Mrs. Reichard asked about the insurance deductible and Mrs. Novalis stated the deductible for the contents is \$1,000 but she was not sure about the deductible for the building policy but, based on previous discussions with the County, she thought it was \$5,000. Several invoices related to this disaster have already been sent and to-date the expenses total \$10,910.52 but that does not include any work to replace the carpet, drywall or ceiling tiles. Mrs. Novalis asked for authorization to use the Building Maintenance funds to cover these expenses and any related expenses. Mrs. Reichard asked for a motion to authorize expenditures related to the water damage and clean up henceforth be covered by the building maintenance fund and that the insurance money, when received, be moved into this same fund. Mrs. Bahouth motioned; Mrs. Cupit seconded and there was no further discussion. All agreed and the motion passed.

The Library Board reviewed the draft FY25 operating budget, as presented. Mrs. Novalis noted a few changes from the previous draft presented in May, mainly increased revenue figures from the State Library and increased revenue figures from Bedford County, because of the increase in health insurance costs. Mrs. Novalis noted that this budget also includes the updated salary/wage scales that match Bedford County's scales. The Forest park reimbursement was also discussed.

A brief discussion ensued. Mrs. Reichard asked for a motion to approve the FY25 library operating budget as presented. Mrs. Madison motioned, Mrs. Cupit seconded. There was no further discussion. All agreed and the motion passed.

Mrs. Novalis presented the financial reports and the fund account balances were reviewed.

Board member comments:

Mrs. Bahouth thanked Hope Cupit for her service on the Library Board and stated, it has been a pleasure to meet you, get to know you and to serve on this board with you.

Mrs. Cupit thanked the other members and stated, as you know this is my last term with you and I am not sure what to do with my time now. I feel embedded in the library; I've been with you so long. It is bittersweet for me. I hope that in my back and forth I can attend a meeting as a member of the public. The library has shown me a lot of opportunities and things that I didn't even know existed within our community. My goal since I've been on the library board is to let everyone in my circle know about the great programs and all that. So keep up the good work, Jenny and your team. I hope to see you around.

Mrs. Madison and Mrs. Reichard thanked Hope Cupit.

New Business

Mrs. Reichard stated that the next meeting is scheduled for Tuesday July 2 and it is the organizational meeting. She asked the members to confirm that this date will still work, since it is so close to the Holiday. The other members agreed that this date will work. Mrs. Reichard stated the organizational meeting will be at 5:00pm at Bedford Central Library on the usual meeting night of Tuesday July 2. No other new business.

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

The meeting adjourned at 5:50pm