

Regular Meeting
Bedford Public Library Board of Trustees
March 5, 2024
Bedford Central Library, Peaks Meeting Room

Members present: Debra Bahouth, Sharene Duncombe, Olivia Madison, Pamela Palmer

Members not present: Hope Cupit, Tracey Reichard, Anna Stevens

Staff present: Jenny Novalis, Library Director

Mrs. Palmer called the meeting to order at 5:00pm. Mrs. Bahouth motioned to approve the agenda, Mrs. Duncombe seconded, all agreed.

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

No public comments

Board Chair Report:

Mrs. Palmer welcomed Mrs. Duncombe to the Library Board of Trustees and asked her to introduce herself. Mrs. Duncombe provided a brief introduction into her employment, her interests and her library experience. Mrs. Palmer noted that Randy Cox had served on the Library Board for over five years and asked if the other members would like to help her draft an appreciation letter. A brief discussion ensued and it was decided to commemorate his time on the Board with a 'years of service' award instead.

Director's Report:

Mrs. Novalis explained the relationship between the BPLS Foundation and the Trustees and described some projects the Foundation manages in support of the Bedford Public Library System. The BPLS Trustees also appoint all the Directors to the BPLS Foundation Board of Directors. Two members, Karen May and Lynn Boggess, are eligible for another 2 year term and have indicated they would like to serve again. Mrs. Madison motioned to re-appoint Karen and Lynn to the Foundation Board of Directors. Mrs. Bahouth seconded. There was no further discussion and the motion passed. After a brief discussion, Mrs. Bahouth motioned to appoint Olivia Madison to be the Library Board of Trustees representative on the Foundation Board for a term of two years to replace Anna Stevens. Mrs. Duncombe seconded. There was no further discussion, all agreed, and the motion passed.

Mrs. Novalis presented a brief report (included in the board packet) on the support activities for the various Friends of the Library organizations over the past year. Mrs. Palmer had some follow-up questions concerning the Stewartsville community's involvement with a Friends of the Library group. A brief discussion ensued.

Mrs. Novalis discussed the history of the cooling tower at the Bedford Central Library. Prior to the start of high summer temperatures, Mr. Kirby would like to have some comprehensive maintenance and electrical work done to the tower, to get it performing at optimal levels again. Two projects were proposed and discussed related to the cooling tower. Mrs. Novalis requested the Board use building maintenance fund account to pay for these two projects. The fund balances were reviewed. Mrs. Madison motioned to approve the building fund account to pay \$6,924 for the cooling tower maintenance projects, Mrs. Duncombe seconded. There was no further discussion. All agreed and the motion passed.

Mrs. Novalis presented the financial report. Virginia has not yet approved a budget so the state aid revenue for FY25 is not set yet. All signs point to an increase in state aid though, according to the state library associations. The Trustee's Finance Committee is scheduled to meet in March to review the FY25 Library operating budget final draft. A draft is scheduled to be presented to the full Board at the May meeting. Mrs. Novalis also reported the Federal Erate revenue is on schedule, with the library already receiving \$23,880 for category 1 Internet service reimbursement. The fund account balances were reviewed, there were no questions. The Board also reviewed the January 2024 revenue report and the February 2024 expense report.

No Board member comments

No new business

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

The meeting adjourned at 5:50pm