

Regular Meeting  
Bedford Public Library Board of Trustees  
May 7, 2024  
Big Island Library

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

Members not present: Anna Stevens

Staff present: Jenny Novalis, Library Director; Anna Robertson, Big Island branch manager

Mrs. Palmer called the meeting to order at 5:04pm. Mrs. Madison motioned to approve the agenda, as amended, Mrs. Bahouth seconded, all agreed.

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

No public comments

Director's Report:

Mrs. Novalis introduced Anna Robertson, Manager of the Big Island. Ms. Robertson presented a brief report on the support activities at the Big Island branch over the past year. Ms. Robertson also gave a report on the upcoming summer reading program activities for the BPLS system. A brief discussion ensued, including how to best to advertise and what incentives work best for SRP participation. Mrs. Duncombe noted some ideas to draw in more teens for the programs and Mrs. Madison offered to send the Otter River principal a short blurb about the library's summer reading program, to include in his end of year newsletter to the parents.

The Budget Committee met in April to work out the final draft of the FY25 library operating budget, which was presented. Mrs. Novalis discussed the expected revenues for next year, including finding an across the board COL pay increase for County staff. That and other increases in expenditures were also discussed. Mrs. Bahouth recounted some notes from the meeting. She noted some budget detail lines where the library could be more cost effective in the various services we offer, such as charging for notary services per the VA Code like other public libraries do, and reducing magazine costs, as they are much less popular than they used to be. The Board discussed the draft FY25 operating budget and what programs/projects may be affected by using some of the erate revenue in the operating budget, instead of putting it into the fund accounts. Mrs. Novalis noted several of the biggest projects are included in the County's CIP 5 year plan and the only other large project in the next 5 years outside of those, would be a new courier van/vehicle replacement. Funds can be earmarked/planned for that over several years. The Board agreed.

Mrs. Novalis presented the financial reports and the fund account balances were reviewed. The Board discussed the fiscal impact that the Farmers market and the new park were having on the Forest Library and its operations. The Board decided to ask the County for a fair compensation

for using the Forest Library facilities as the park facilities/bathrooms. They instructed Mrs. Novalis to offer an amount to the County and work from there. Mrs. Novalis noted that the Finance Dept was coming up with some measure of the park impact but it was not completed yet.

Board member comments :

Mrs. Cupit thanked the other members of the Board and wished them well. She noted that she will miss this Board and it has been one of the most enjoyable to serve on.

No new business

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

The meeting adjourned at 6:35pm