

Regular meeting
Bedford Public Library System Board of Trustees
Minutes for September 3, 2024
Bedford Central Library, Bedford Room

Members present: Debra Bahouth, Heather Craver, Sharene Duncombe, Jennifer Lazowski, Olivia Madison, Pamela Palmer

Members not present: Tracey Reichard

Staff present: Jenny Novalis, Library Director

Mrs. Palmer called the meeting to order at 5:00pm. Mrs. Palmer asked for any changes to the agenda, there were none. Mrs. Madison motioned to approve the agenda, Mrs. Bahouth seconded, all agreed. The members read the minutes from the previous meeting, there were no changes and the minutes were approved.

No public comments.

One of the members of the Bedford Public Library Foundation Board of Directors, Ryan Fitzpatrick, has resigned from the Foundation Board. Mrs. Natalie Martin has asked to be considered for the vacant position. Mrs. Palmer asked for a motion. Mrs. Bahouth motioned to appoint Mrs. Martin to the BPLS Foundation Board of Directors. Mrs. Palmer asked for any discussion. Mrs. Bahouth stated that Natalie used to be on the Trustee Board and that she has many years of experience working in a public library and would be a great addition to the Foundation. Mrs. Madison seconded the motion, all agreed and the motion passed.

Mrs. Novalis noted that the insurance payment for water damage over the Memorial Day long weekend at Central Library has been received. Bedford County staff have been onsite to survey the damage and start the repair process. They stated the walls would and ceiling tiles would be restored first, followed by the carpeting. Their usual carpet folks are tied up with other projects so it would be closer to January before those repairs are made. There was discussion on how to finish off the Bedford Room walls and how to reconcile the new mezzanine carpeting with the existing grey carpeting. No action is required at this point, but Mrs. Novalis will update the Board as needed.

The 3rd and 4th quarter plans for each branch's book displays were distributed and the Board discussed display spaces at the various libraries. Several member commented that the staff put a lot of time and energy into those displays and it is well appreciated.

Mrs. Novalis opened the discussion regarding the Board's new vision and mission statement for the 2025-2030 strategic plan. A lively discussion ensued and several improvements to services were also discussed that can be incorporated into the SWOT discussions next month. No action was needed and the members' discussions will be taken into consideration following the next

phase of the strategic planning process. Mrs. Novalis will work on several drafts and they will be reviewed early next calendar year.

The Library courier van repairs have been completed. During some of the period the van was at the garage or at the dealer's repair shop, the Library used a rental van. Mrs. Novalis asked the Board to consider taking the costs of the repairs and the rental van from the vehicle maintenance account, instead of the operating budget – the total came to \$3,752.57. The members reviewed the balances and there were several clarifying questions. Mrs. Palmer asked for a motion to approve \$3,752.57 be used from the vehicle fund to pay for the van and rental. Mrs. Bahouth motioned. There was no further discussion. Mrs. Lazowski seconded, all agreed and the motion passed.

Mr. Kirby has gotten 3 quotes to replace HP#9 at Bedford Central with a new unit. In the last year the Library has spent over \$6,000 fixing mechanical breakdowns in the unit and with the latest issues, our vendor is quoting another \$4,000 to try to repair it. At this point, Mr. Kirby recommends getting a new unit instead of repairing the older unit. A brief discussion of the heat pumps ensued and it was noted that this was not one of units that was replaced using the Bedford County CIP/ARPA funds from several years ago. The members reviewed the quotes and Mrs. Palmer asked for a motion to award the project proposal to Comfort Systems, and use the building maintenance fund to cover the costs of this project. Mrs. Duncombe motioned. The members discussed the remaining balance and the need to move some Erate revenue back into this fund after the new calendar year, to keep the balance at a reasonable level. Mrs. Lazowski seconded. All agreed and the motion passed.

The Board reviewed the July 2024 revenue report and the August 2024 expense report. A brief discussion ensued and there were no questions.

Board Member comments:

Mrs. Bahouth commented that the community table the library had setup at the Bedford County fair was a success. There were so many people who commented on how pleased they were with the library system. She enjoyed working the fair.

New Business:

Because the next meeting includes a joint worksession with the BPLS Foundation Board, Mrs. Novalis suggested a more centralized location, instead of Montvale. Mrs. Bahouth suggested they flip the November and October meeting locations since Bedford Central will be a polling place anyway on Election day. The members discussed it and agreed. Mrs. Lazowski motioned to hold the October 1 meeting at 6:30 at Bedford Central Library and the November 5 meeting at 5:00pm at the Montvale Library. There was no more discussion. Mrs. Madison seconded, all agreed and the motion passed. There was no more new business.

Mrs. Duncombe motioned to adjourn, Mrs. Lazowski seconded and all agreed. The meeting adjourned at 6:45pm.