

**James L. Hamner Public Library**  
**Board of Trustees Meeting**  
**July 16, 2019**

The meeting was called to order at 7:00 by Phil Seyfried.

Those in attendance were Jill Hames, Carol Hix, Phil Seyfried, Hilda Foster, Jennifer Jones, John Holman. Phyllis Brown, Karen Freas, Beatrice Head, Gail Geraghty and Friends representative Linda Tanner.

Also, present were supervisor Roger Scott and patron Maggie Clemmons who expressed her concern about the existing policy for minors obtaining a library card. She asked that the board consider amending the policy to allow minors to sign up for a library card without a parent present, and to contact her about any changes.

**Minutes** - Phil asked if there were any questions or comments about the minutes from our May meeting. None were voiced; Jennifer moved that they be accepted, and Carol seconded.

**Corresponding Secretary** - Carol said that cards went out to former board members thanking them for their service. She said a card was also sent to Phyllis, who recently lost her husband.

**Financial Report** - Mike was not present. (He will continue in the role of treasurer until a replacement is found.) Phil asked for volunteers to consider taking Mike's position as the role is fairly simple.

**Friends' Report** - Linda Tanner shared that there hasn't been much activity this summer, as members are busy and travelling. She said that they were happy to help with the Summer Reading Program. Phil thanked her, and the Friends, for their contribution to the library.

**Director's Report** -

The Summer Reading Program was held through the month of June. Jill said there were 166 participants over four weeks. Of the 107 people who signed up, 83 were 18 and under.

Jill talked about the 2019 Full-Year Summary Report and the 4th Quarter Report. Phil asked if Becky was involved in presenting the data in the reports but Jill said she did it, as she'd recently read a book about visually presenting material. Phyllis asked about the interactions piece and Jill explained how that number doesn't reflect circulation interactions. Phil recommended clarification about the people mentioned in the report. Mr. Scott asked about the number of physical items borrowed, and Jill said there was an error. Phil asked if there were any further questions about the reports; there were none.

Jill said there are roughly 80 weekly listeners to podcasts recently, and they're from all around the world. There are listeners from Ireland, Australia, South Africa, etc. Roger Scott asked about the "heavy hauling" episode.

For the upcoming Profiles of Honor WWII project, there are still two volunteers needed. It will be held on Saturday, July 27 from 10 - 2. If we know of people who have documents or items to scan, send them in. The info will go into a database in the Library of Virginia for anyone to use.

The library is now certified to process passport applications for the county. Jill says that they are done by appointment only, and she's done about seven already.

Jill gave a Strategic Plan update - The community-focused goals are to create an environment where people feel valued and for the past 3 to 4 years staff have worked to take time with people. Especially with behavior management issues, Jill said she feels we're making good progress. She also said she wanted to offer services to help people fill out forms online.

Jill shared that the library now has Universal Class, with online info on everything from growing vegetables to marketing your business.

Staff is working on the library's circulation carefully to decide what to keep in and take out, and they're also working on tech literacy with the aim of having the best tech possible.

The library now has a green screen and recording equipment for the use of patrons.

Our operating systems are good, all are current.

The partner- building goals are focusing on trying to help people understand the value of our library. Community collaborations include the Presbyterian church, Food Lion, and the Christ Episcopal Church, who've made donations this year. We've also had collaborations with Jazz at the Lincoln Center and Victor Haskins. And, the Friends gave us around \$3000 for the SRP.

Phyllis asked about digital-only accounts. Jill explained the reason for proposing these, clarifying that our goal is not to police what's checked out, and that the policy changes will meet the needs of more patrons.

**Executive Committee** - Will meet again on August 12th.

**Planning Committee** - The next meeting will be held in collaboration with the facilities committee on August 12th at 3:30, right before the Executive Committee meeting at 4:30.

**Nominating Committee** - Jennifer said that the following people are proposed to serve on the board for the 2019-2020 term: Ruth Ashton, Allison Crews, and Virginia Whitaker.

**Policy Committee** - see Digital-Only Account Policy in New Business.

**Evaluation Committee** - Plan to meet again in August.

**Budget Committee** - Carol said that there is nothing for this committee to do until later this year.

**Facilities Committee** - Jennifer said that the committee will meet again in August. The goal is to get a conceptual model (probably more than one option). She has talked with two firms. Phil restated the committees plan.

**Public Relations Committee** - Jennifer said that there was nothing to report.

**Old Business** - Gail said she would do the next online class and share at our next meeting.

**New Business** - Jill described the new Intern position and its responsibilities with the SRP. She said she will send out a job ad, which is more detailed, to get college students to apply. Carol made a motion to approve the intern position and Jennifer seconded.

Phil spoke about the Digital-Only Account Policy which states that students can use computers, ebooks, online courses, etc. but nothing physical. He said that this will help as many people as possible use the library. Jill said they are considering allowing those adults with lost items to also have Digital-Only Accounts. Hilda asked if there would be more computer use, and Jill said that there may. Hilda moved to accept the new policy and Carol seconded.

Jill said that she sent out the Strategic Plan 2019 - 2024 for the board to look over, and added that she reformatted one section. Carol had a question on page 17 concerning "In what ways do we plan to meet our goals?" Jill recommended that we delete that section. Phil asked for any further thoughts or questions, then called for a motion. Carol moved and Jennifer seconded.

Our next meeting will be held on July 16th. The next executive committee meeting will be on Monday, August 12th at 4:30.

Gail moved we adjourn, Beatrice seconded and the meeting ended at 8:13