

**James L. Hamner Public Library
Board of Trustees Meeting
September 17, 2019**

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

Members present were Hilda Foster, Phyllis Brown, Ruth Ashton, Virginia Whitaker, Linda Gallagher, Carol Hix, Jennifer Jones, Karen Freas, Beatrice Head, Phil Seyfried, Jill Hames, Gail Geraghty. Ralph Whitaker was present as the board of supervisor liaison.

Phil welcomed our new members Ruth Ashton and Virginia Whitaker, and they were sworn in. He thanked them for their willingness to serve.

Minutes - Phil called for any changes to the minutes of our last meeting. Jill noted that items needing to be changed were in red. Carol moved to approve the minutes and Jennifer seconded the motion.

Public Comments - Maggie Clemmons asked that the board be more transparent, noting that the past executive committee meeting wasn't publicized. She asked that meetings be posted from now on, perhaps on the library's website. Phil said that they would be in future. She also commented that all committees didn't have reports at our executive committee, and Phil explained that not all committees are active at all times, and so often have nothing to report. Phil thanked Ms. Clemmons for her input.

Friends' Report - Linda Gallagher reported for the Friends that they had a meeting last Tuesday. She said that all units in their building are currently rented. They will host a book reading and signing by Sallie Gordon on Sunday, September 29 at 2 p.m. and encouraged everyone to attend. Also, on Saturday, November 9, from 10:30 - 2:00 they'll be sponsoring an eclair demonstration at the library by Hobby Hill Farm. Linda also said that they have new furniture and bookshelves in place. She shared that the Friends will be providing meals for upcoming staff training. The Friends are requesting to be made aware of library expansion efforts.

Corresponding Secretary's Report - Carol said that she has not sent out any recent correspondence.

Treasurer's Report - Phil reported that Mike Davis, our former treasurer has resigned, and that Karen Freas is willing to serve in that position. We discussed making changes to our executive committee meeting schedule to accommodate her availability.

Committee Reports

Budget Committee - No report.

Facilities Committee - Jennifer Jones said that our CIP report has been updated. We are asking the county's CIP committee for \$35,000 for a needs analysis for library expansion. She stated that during the past year the facilities committee members have toured several libraries, and

researched the qualities of libraries from locales comparable in size to our own. We have established three areas of greatest need: providing improved technology, providing more public meeting space, and providing more small group meeting spaces. Jennifer explained that many firms don't recommend a library smaller than 14,000 sq. ft. and that we need to anticipate the need for growth in our planning. Phyllis asked about the needs assessment that was done years ago and Jill, Phil, and Jennifer explained why that was now obsolete, as it was done in 2006. Phil said that we are making this request to gauge the county's support for a library addition, and that we should take this one step at a time. Linda moved we submit the library's expansion proposal to the county's CIP committee and Hilda seconded.

Evaluation Committee - No report.

Executive Committee - For new members, Phil explained the role of the executive committee. Jill added that committees are really work sessions, as they don't make decisions, but bring proposals before the board. Phil read aloud the committees and the membership and asked new members to consider where they may like to serve.

Nominating Committee - No report.

Planning Committee - No report.

Policy Committee - Phil said that we'll start from scratch on the previously proposed policy concerning digital-only accounts. He said that we'll set up a policy committee meeting soon.

Public Relations Committee - No report.

Library Director's Report -

Jill shared her quarterly report and said that she's trying to put a little more context into the reports, to make them more meaningful to us. She asked that if we need further clarification to let her know and she'll be happy to make any changes. Karen asked who "active borrowers" were and Jill said they are those who've used their library card within the past month. This doesn't include digital borrowing. The report was well-received and Beatrice asked if we could show this to the board of supervisors and Jill said that she has been sending quarterly reports to them.

Jill said that since July she has processed over 30 passports.

Jill reported 1,291 plays of her podcasts within our first year, and she said to share the podcasts around, as she's trying to get it on Alexa.

We have been able to hire a part-time temp for shelving until Dec. 20th. Jill said she's pleased to have a high school student here, and it's working out well.

Jill said that this year's Virginia Library Association Conference has sessions that aren't relevant to us, so the staff has decided not to go. However, they plan on doing some other needed staff training here, including CPR. The Friends will supply meals for staff.

Jill spoke about the online training opportunities she regularly forwards to the trustees. She said that these aren't mandatory, but provide valuable insight and information. Ruth Ashton asked who the training was through, and Jill said that they were compiled by library associations. Gail told about her recent training opportunity - a webinar on using audiobooks in literacy programs. The webinar addressed the benefits of listening to audiobooks for students and the positive impact of exposure to good literature for language development. Carol volunteered to do the next training for November's meeting.

Phil asked for further questions or comments. Jennifer said that she represented the library at a meeting for preschool education in Ettrick, which was held in response to a push for preschool programs by Governor Northam. She said many people attended and spoke about their concerns. Jill said many libraries have extensive pre-K programs, but we don't have the staff.

Phil thanked Ralph for serving as a liaison with the board of supervisors and giving his time.

Our next full board meeting will be held on November 19th. The next two executive committee meetings will be held on October 14th and November 11th.

Beatrice moved we adjourn at 7:55 and Carol seconded.