

James L. Hamner Public Library
Board of Trustees Meeting
July 21, 2020

The meeting was called to order at 7:00 by Phil Seyfried. Members present were Jill Hames, Jennifer Jones, Phil Seyfried, Tom Hayghe, Carol Hix, Karen Freas, Mary Ann Griles, Virginia Whitaker, and Ruth Ashton. Phyllis Brown, Beatrice Head and Gail Geraghty had excused absences.

Minutes – Phil asked if there were any questions or comments about the minutes from our May 19th meeting. There were none. Carol Hix moved that we accept the minutes. The motion was seconded by Virginia Whitaker. The motion was passed by unanimous vote.

Public Comments – Phil asked for public comments. There were none.

Corresponding Secretary – Carol reported that former Trustee and supporter of the library, Helen Wright had died recently. She noted that the Children’s Reading Room at the library is named in her honor. Mrs. Wright had requested that any donations made in her memory be made to the Children’s Reading Program. Ruth moved that the Board of Trustees donate \$100.00 to the Friends of the Library in memory of Helen Wright for the Children’s Reading Program. The motion was seconded by Karen. The motion was passed by unanimous vote.

Treasurer’s Report – Karen reported a balance of \$885.17.

Other Officer’s Reports – Phil reminded the board that he would be stepping down as chairman since he will be moving out of the county. His last meeting will be September 15th. Jennifer Jones will be the new Chairperson.

Committee Reports – The Budget, Facility, Evaluation, Executive, Nominating, Planning and Policy committees had nothing to report at this meeting. The Public relations committee thanked Jill for keeping the community informed and up to date via the Amelia Bulletin Monitor regarding the library changes during the Covid-19 precautions.

Library Director’s Report – Jill reported that our budget was approved with the exception of the additional part-time job.

Jill stated that we would be receiving \$72,387 in state aid.

Our CIP request for funding to hire a consultant to investigate expanding the library facility was denied, along with all other county departments' requests.

Jill asked if there were any questions on the quarterly and end of the year reports. There were no questions or comments.

Two part time employees have resigned.

Jill reported that she plans to hire for one full time position. She has interview 2 people this week. Pending results of a background check, she is ready to make an offer to one of the candidates.

With Covid-19 precautions in place, Jill voiced some concern regarding parents' expectation once the school year begins. So far only a few young people have been coming in the library at a time. Jill would like to clarify expectations ahead of the start of school year for safety reasons. She is trying to get the word out that if your children come to the library after school, things will be different from last year. If we go to virtual schooling there will not be room at the library for large groups of students to come and stay all day. The library is trying to think of ways to assist students and parents.

Change to Library Hours – Jill stated that a requirement to receive State Aid is that the library be open one night a week from 5-8 pm and for 4 hours on Saturday. Presently there are only 1-2 people in the library from 6-8 pm. The library has funding to staff for 4.5 FTEs. Due to resignations and medical leave they are currently operating with 2.5 FTEs. Jill proposed the following change in the official library operating hours:

Monday	Closed
Tuesday	9am-8pm
Wednesday	9am-5pm
Thursday	9am-5pm
Friday	9am-5pm
Saturday	9am-1pm

Jill stated that as long as the Library of Virginia, the administrator of State Aid to libraries, was being flexible in enforcing requirements, she will do the best she can with the available staff and will keep the hours of Monday, Wednesday, Thursday, Friday 9am-5pm and Tuesday 12-8. When the State Library says they must open on Saturday, she will go to the proposed schedule of operating hours. Jennifer asked what they would do when Monday fell on a holiday. The suggestion was made that they give employees a floating day rather than close on the Tuesday following a Monday holiday. Phil asked how we would keep the public notified.

A motion was made by Karen that we accept the library operating hours as proposed by Jill. The motion was second by Mary Ann. The motion was carried by unanimous vote.

Change to By-Laws – As discussed at previous meetings there is a proposal to change the By-Laws to reduce the membership of the Board of Trustees of the James L. Hamner Library to nine members. There will be one member from each district and four at large members. This reduction in membership will be accomplished through attrition. As a member completes their term and leaves the board they will not be replaced except to maintain the one member per district rule and 4 members at large rule. Jennifer made a motion to accept this proposal. The motion was seconded by Tom. The motion was passed by unanimous vote.

Phil asked if there was any further business. There was none. Virginia moved that we adjourn. Carol seconded. The meeting ended at 7:45 p.m.