

James L. Hamner Public Library
Board of Trustees Meeting
May 19, 2020

(This meeting was held digitally and was recorded by the library director.)

The meeting was called to order at 7:01 by Phil Seyfried. Members present were Jill Hames, Tom Hayghe, Ruth Ashton, Virginia Whitaker, Linda Gallagher, Carol Hix, Jennifer Jones, Karen Freas, Beatrice Head, Phil Seyfried, Mary Ann Griles, Alison Crews, and Gail Geraghty.

Minutes - Phil asked if there were any questions or comments about the minutes from our March meeting. There were none. Linda moved we accept them and Ruth seconded.

Phil asked for public comments or questions, but there were none.

Friends of the Library report - Linda said that there was nothing to report as they had not been able to meet.

Corresponding Secretary - Carol said that she had sent a card to Liz Carson, thanking her for her service on the board.

Treasurer's Report - Karen reported a balance of \$885.15.

Director's Report - Jill said though the library is closed, she has been doing some curbside service. It's not a popular option, but the people have been very grateful. Staff have been discussing the library's reopening, which will be addressed in new business. The budget from the board of supervisors includes a 2.5% cost of living increase. The circulation assistant we'd asked for (a third 24 hour/week position) was not approved, although the budget will still allow for us to add a 16 hour position.

Phil asked for questions. Phil asked about the kind of work being done by staff. Jill explained that they've taken all books off the shelves and dusted thoroughly. The entire library collection has also been "weeded", freeing up some shelf space, and the children's non-fiction section has been updated.

Executive Committee - Jennifer reported that our last meeting was skipped, so there's no report.

Planning Committee - Jill spoke about the Strategic Plan and said that a few changes were made, as shared in a recent email, nothing huge. The planning committee met

and removed a few sections, such as goals that were already accomplished, Phil asked for questions, Linda moved and Jennifer seconded, and it was approved unanimously.

Policy Committee - Gail reported in error that we needed to update policy about the number and composition of our board. Jill said that it had already been done and sent out to the board. Phil asked for other comments.

Nominating Committee - Jennifer had no news. Phil asked if we needed to vote on changes to our board tonight. Jill said the board of supervisors have a person in mind to fill a vacancy. Discussion was made about who was rotating off next month, and how to accommodate our annual changes. Carol said we should vote on nominations tonight to help Jill out. Tom read the policy change which states that the board should consist of one member from each district and four at-large members. Jennifer and Tom talked about how we get from 15 members to 9, as how the change is made is unclear. Jill said it was her understanding that it be done by attrition. It was decided to table the vote on this until we can discuss how it will be done.

Phill asked Jennifer if anyone has been found to take his place as chairman. She said no one has as yet, and she asked him about his time frame. Phil said that he'll be here until the fall.

Evaluation Committee - No report

Budget Committee - Carol said that hopefully we can try again next year for the new circulation assistant.

Facilities Committee - Jennifer reported that the board of supervisors recently denied our CIP request for the funding of our expansion study.

Public Relations - No report

New Business -

Reopening the Library - Jill said that there are many opinions about how we reopen the library. She suggested we continue as we are as long as we are in phase one. In phase two, however, we have options. She said that 1. we could go back to normal hours, and those staff that wanted to continue to work from home would be allowed, the meeting room be closed, but the computers would be an issue. Jill said we could try to keep one computer open and keep it regulated and cleaned.

2. We could open the main space by a percent capacity. Jill has not been able to obtain guidance about what the capacity of patrons may be, but she knows it would be very small.

Jill said that about half the staff would be happy to remain closed until phase 3, as they are concerned about the safety of reopening and do not want to work around people at this time. Linda asked for clarification of what staff can do from home, and Jill shared some clerical duties, etc., that have been done.

Tom said he had looked into what other libraries are doing, but could only find out about Halifax and Augusta libraries, which are not reopening the buildings until phase three. Jill shared that there are widely varied reactions statewide. Ruth said she believes we should err on the side of caution and wait and see how phase one goes; Linda agreed. Linda asked Jill about only opening the lobby. Jill said that the library could begin making copies and faxes for patrons, Karen suggested that we could create an appointment system and also clean thoroughly. But, Jill said that the biggest concern for patrons right now is use of the computers. She's received several frustrated calls. However, by its nature computer use and staff help does not comply with social distancing. Also, we can not require people to wear masks. Furthermore, the bathrooms will only be cleaned once a day, and people need to be made aware of that. She needs us to provide guidance.

Ruth asked about the use of a barrier, and Jill said she has ordered one, but it's on back-order. Phil said he believes we need to move forward, but at a reasonable pace.

After further discussion, the board voted that the library will continue as is until June 1, when the library will begin making faxes by appointment. On June 8, the executive committee will evaluate further opening options, with the hope of opening some kind of computer service. After that, the board will meet to make further changes.

Phil asked for other business, but there was none, so he moved to adjourn. Ruth moved and Mary Ann seconded. The meeting ended at 8:23 p.m.