

James L. Hamner Public Library
Board Meeting
Nov. 17, 2020

The meeting was called to order by Chair Jennifer Jones at 7:00 pm. Members present were Jill Hames, Ruth Ashton, Karen Freas, Gail Geraghty, Mary Ann Griles, Tom Hayghe, Carol Hix, Jennifer Jones, and Virginia Whitaker. Also present were Friends member Louisa Lorito and Supervisor Shaun Weyant. Jennifer asked if everyone had read the minutes from our last meeting and asked for approval. Carol moved and Tom seconded.

Friends Report - Louisa shared that the Friends haven't been very active lately, but they treated the library staff to an autumn lunch and goodie bags. They will also do so for Christmas. They have not been able to open the bookshop, but hope to open again after the holidays. The next meeting will be held on January 5, 2021. Jill shared that the Friends donated \$1200 to digital programming.

Treasurer's Report - Karen said that she has closed the library boards' banking account with Wells Fargo, and surrendered the funds to the Friends. The treasurer's position has closed.

Corresponding Secretary - Carol sent a sympathy card to the family of former board member Donald Simmons.

Budget Committee - The budget info was just sent out by the county, and our budget will need to be completed by December 31, earlier than usual. Jill said we need to start working on it right away. In order to have time to discuss and then vote on the budget, the board will meet again on December 15 at 7:00 pm, in lieu of our executive committee meeting.

Evaluation Committee - Tom said that he is simplifying the feedback form to get a better response rate and to get better clarification about the performance of the library director. He said he will reach out to Taylor Harvie, Carla Cave, and the Friends for their feedback. He will bring hard copies of the feedback form to the meeting on the 15th.

Executive Committee - Carol sent out the minutes from the last meeting. She said it was mostly about the treasurer's closeout. It was proposed that Karen Freas would now move into the position of vice-chair, vacated by Jennifer. Ruth moved to approve the move and Carol seconded.

Planning Committee - Jennifer spoke about steps the committee has taken during the past few years toward a library expansion. The needs study will be our first step, and will include a conceptual design, but not exact building specs. The committee has established three focuses: Meeting Space, Program space and computer space. Jennifer has found three firms to do a needs study to address these areas of focus, and she presented their reports. The firms include Enteros Designs, Solex Architecture, and The Design Collaborative Architects. Enteros would charge a fee of \$30,250, Solex \$20,000, and The DCA \$25,000. Of the three, Enteros has shown most interest. They came out for a site visit and prepared a 43 page report, which was thorough and included some helpful information. Enteros also has had the most experience working with small rural libraries and their communities which Jill said should be an important consideration. Jill also said that she has been told by libraries who have gone with Enteros that they go above and beyond, take care of all the details, and are highly recommended.

Jennifer asked for feedback. Board members discussed our possibilities. Gail asked when the money for a needs study would be available, and Jennifer said immediately. The study would be run by the library, not through the county CIP. Enteros said they will present low, mid, and high range financial options. Virginia asked how long it would take, and Jennifer said probably not long, even a matter of days. Karen asked about the the DCA firm, and Jill said they are a big firm, and they do a lot of big libraries. Solex hasn't done libraries. Tom asked if there was any other reason we should look into another firm, but none were made. Jennifer said she was impressed with the way Enteros handled business. Karen moved to approve Enteros proposal of a conceptual design at \$30,250. Tom seconded, and all approved.

Policy Committee - Jennifer said that the treasurer will be removed from the by-laws.

Director's Report - Jill asked for questions about October's report. None were asked. She said that things are slow but steady. We are doing passports again. She spoke of her recent podcasts with authors. She has been working to get some quality programming/podcasts even though it's been challenging.

Mary Ann shared that she attended a virtual four-day conference on small libraries, and said it was very informative. She also finished the short-takes for trustees that Jill shared with us. Jill said she is happy to meet with any of us to talk about libraries, and that formal trustee training moves a library up in the LVA rankings.

The next full-board meeting will be held on Tuesday, December 15 at 7:00 pm.

Karen moved to adjourn and Jennifer seconded. The meeting ended at 7:55 pm.