

**James L. Hamner Public Library**  
**Board Meeting**  
**May 18, 2021**

The meeting was called to order at 7:01 by Jennifer Harris. Members present were Jill Hames, Jennifer Harris, Mary Ann Griles, Carol Hix, Karen Freas, Ruth Ashton, Tom Hayghe, and Gail Geraghty. Also present were Board of Supervisor Liaison Shaun Weyant and Enteros Representative Gil.

Jennifer called for approval of the minutes from the March board meeting. Carol moved and Mary Ann seconded, none opposed.

No Friends members were present to give a report.

Jill asked that we allow Gil from Enteros to present first. He gave the final conceptual design report, presenting an overview of the proposed library expansion plan. He went over the building floor plan and exterior design concepts, and explained that the existing building's structure doesn't lend itself particularly well to adding or renovating, affecting the cost. He presented the following

Cost for renovation and expansion	\$7,073,813
Cost for new construction	\$7,450,000
Other typical costs (including fees, equipment, utilities, furniture, etc.)	\$1,529,691

Gil explained that during renovation the building will need to be shut down.

Some discussion was made about the library's property lines which Jill clarified. Jill then asked for comments or questions for Gil. Jennifer expressed her thanks to Gil on our behalf and told him that we'll stay in contact. He then left the meeting.

Jill said that studies show that libraries located near main travel routes or near main shopping areas are more used. So, if new construction is considered, somewhere near Highway 360 would be ideal. She also said we would need to have access to really high quality internet service.

Shaun Weyant said that for the small cost difference, new construction would be a smarter option, and that also maybe we could consider renovating a commercial property.

Jill was asked how much we need all the space in the proposed plan, and she said we really need all of the square footage. Ruth said that we need to let the Board of Supervisors know the minimum of what we need. Jill and Jennifer said they will put together a report to present at the July BOS meeting.

Attendance was taken by Gail.

**Corresponding Secretary** - Carol said that she sent a sympathy card to Dora Rowe for the passing of Becky Russell.

**Strategic Plan Committee** - Jill shared that Karen Freas and Virginia Whitaker spent many hours working to condense and revise the 2021-2026 strategic plan. Karen spoke about how much of the document was eliminated, as it wasn't stating the library's plan. She said they went through it line by line, doing a thorough overhaul, and reducing it from 16 pages to 9. The revised goals were categorized as community-focused goals, partner-focused goals, and internally-focused goals. Jill said that the public relations part has not yet been developed, but that it will be done in 2022. Tom said that the facilities section of the community-based goals may be difficult to meet with our existing facilities, and Jennifer and Jill said that these are goals we'll need to work toward. Jennifer asked for a vote. Carol moved that we adopt the strategic plan as presented and Ruth seconded. It passed unanimously. Mary Ann and Gail thanked the team for their considerable work.

#### **Library Director's Report -**

**Facilities** - Jill said that the entire building has recently been treated for termites.

**Summer Reading Program** - She shared that the summer reading program begins soon, and this year we are doing it virtually. Participants will be using the Beanstack app and there will be prizes to win. One virtual program in June with a musician will be a book-based program.

**Personnel** - Jill said that Becky's passing leaves a vacancy in a much needed position. Yvonne will be moving next month and Madison has taken a job elsewhere, so we'll be down to two staff. With that in mind, Jill has rebuilt the library staffing, reworking the salaries and responsibilities of all positions. Salaries are now more competitive. She has spent more on advertising than she normally would and is seeing a really good pool of applicants. She has begun scheduling interviews.

**Old Business** - Jennifer noted that the board had not yet voted on the updated bylaws from November. We unanimously voted to approve them.

#### **New Business**

**Personnel Policy update** - Jill said that the following position descriptions were amended: Circulation Manager, Circulation Assistant, Technical Services Librarian, and Community Engagement Librarian, as well as the volunteer position description. She also presented the Personnel Policy Additions and Exceptions and the Volunteer Policy. Jennifer asked for approval of the Personnel Policy updates; Karen motioned and Carol seconded. None opposed.

Jennifer called for further questions or comments. None were made. The meeting adjourned at 8:15 p.m.

Our next full board meeting will be held on Tuesday, July 20, and the next executive meeting will be held on June 8 at 4:00 p.m.

