

**James L. Hamner Public Library  
Board Meeting  
November 16, 2021**

The meeting was called to order at 7:04 by president Jennifer Harris. Members present were Jill Hames, Carol Hix, Ruth Ashton, Karen Freas, Jennifer Harris, and Gail Geraghty. Also present were board of supervisors liaison Shaun Weyant and our new community engagement librarian Baylee Hughes.

Jennifer asked if there were any questions or comments about the minutes from our last board and executive committee meetings that were sent out last week. None were made.

Jennifer welcomed Baylee Hughes to our library staff. Jennifer said that now that things are increasingly opening back up, we are looking forward to expanding our programming. We have been in contact with the schools to increase our outreach. Baylee spoke about a snow globe craft event to be held on Dec. 11 that she has begun advertising. Karen asked about the status of the library's Chess Club, and Jill said its still in existence, run by Ray Gallagher who is willing to start it up again.

**Friends Report** - none.

**Corresponding Secretary** - Carol said she will send a thank you card to Mary Ann Griles for her service to our board, as she has recently resigned.

**Evaluation Committee** - Tom was not present, but Jennifer shared in his absence that the evaluation process will begin the week of Nov. 22 when feedback forms will be sent out. They will be returned by Jan 10, 2021 and the committee will meet with Jill about the results in mid to late February.

**Facilities Committee** - none.

**Director's Report** - Jill said that the library has started new hours, as follows:

Monday: 9 - 5

Tuesday: 9 - 8

Wednesday - Friday: 9 - 5

Saturday: 9 - 1

She also said that Wren has been reworking the floor plans, as she is very good at it. Jill said that the library is part of a pilot program with the Virginia Department of Health for the distribution of free Covid-19 tests, to be given to patrons for the asking. We are not involved with administering or reading the tests.

Two of our library staff members went to the Virginia Library Association annual conference this year in October. They had never been and said it was very beneficial. Jill said that they have started doing make and take crafts; this week they're doing turkeys.

Jill and Baylee are going to Amelia County Middle School on Wednesday, the 17th to sign students up for digital access library cards.

This winter, we will be switching our integrated library system from TLC, due to increasing prices and decreasing services. The system is involved with cataloging, online user search, etc. Jill has two alternative choices in mind and will be deciding on one soon.

**New Business** - The calendar year closures for the upcoming year were briefly discussed, and it was decided that we will be open for three hours on December 23, and closed Christmas Eve and Christmas Day. We will also be closed on New Year's Eve and New Year's Day. Karen moved we accept the calendar as proposed and Carol seconded. None were opposed.

**Capital Improvements** - Jennifer asked Shaun what we need to do to start a process for moving forward with acquiring property for future rebuilding. Shaun said that CIP is about requesting money, so we could possibly request a financial placeholder to set aside an amount every year. He said that we should speak with Holly and Carla from the county about our options. The deadline for submission of CIP requests is November 30. Jill said we have nothing to vote on for CIP, and we should authorize Jennifer to move forward on our behalf.

Jennifer asked about the budget, which is usually begun in December, but Jill said it has been moved back to January this year.

Our next full board meeting will be held on January 18th. Jennifer moved we adjourn, and Ruth seconded. The meeting ended at 7:45