

**James L. Public Library
Board of Trustees Meeting
November 19, 2019**

The meeting was called to order by Vice Chair Jennifer Jones at 7:00 p.m. Present were library director Jill Hames, Phil Seyfried, Tom Hayghe, Ruth Ashton, Virginia Whitaker, Linda Gallagher, Carol Hix, John Holman, Karen Freas, Beatrice Head, Mary Ann Griles and Gail Geraghty.

The roll was called by Gail Geraghty.

Newest member Mary Ann Griles was introduced and sworn in by Jennifer.

Minutes - The minutes from our last meeting were unanimously approved, with no questions or comments.

Corresponding Secretary's Report - Carol Hix asked everyone to contact her about anyone who may need our correspondence. Gail let her know that Hilda had a recent injury and Carol said she'd send a card.

Financial Report - Karen Freas said that Gail had deposited \$5.00 into our account to reactivate it and our balance is currently \$885.03.

Friends of the Library Report - Linda Gallagher reported that the Friends met on November 12. All units in their building are currently being rented. Membership is slowly growing, along with volunteerism. The Friendly Book Shop is being reorganized, and Linda encouraged board members to come by and support them on Saturdays from 10:00 a.m. to 1:00 p.m. Sally Gordon's book reading and the recent pastry class went well. Future programs being considered include flautist Galen Abdur-Razzaq on February 29, and mystery writer Lynn Dee Walker at the annual meeting in April. She said that president Linda Whittington is encouraging attendance at the public meeting the second week of December to support the library's request for funding of a needs analysis. Jill had suggested the need for a written description of the relationship between the library and the Friends and the roles of each, she has been asked to compose a draft of this for the January meeting.

Library Director's Report - Jill asked for questions about the expense summary that she had sent out. She said to contact her with line item questions, as she didn't have that info at hand. Concerning the October report, she explained that fall months have typically been slow, but this year has been slower than usual, although she's not sure of the reason. Carol commented that our passport application numbers have been high.

Jill reported that staff are working on efficiency, as this has become a need. They have also been working on shelving flow. Recently, she has spent time with patron record maintenance, manually eliminating past data now considered sensitive.

This month, an active-shooter training was held for staff and the Friends provided food. In December, Kent Emerson will do a weather-related training specific to the library. Also, Jill is arranging for a CPR/First Aid training for February, which we'll need to pay for.

Jill shared that Sallie Gordon's book reading was recorded and is available. October was Dyslexia Awareness Month and Jill spoke about the webinar, which she and Virginia both participated in. On a recent podcast Rebecca Warner spoke about advocating for the needs of a dyslexic child.

Jill said that the policy information she's been sending out by email is not being opened, and she asked if we wanted her to continue sharing it with us. Gail said she'd like to continue getting it and Jill said she would keep it up.

Jill summarized the borrower's policy, and Phil asked if anyone has expressed a concern about it. Jill said no one had.

Jill asked if it would be ok if she began speaking about library philosophy at our meetings. Virginia said she'd like that and others agreed.

Jill spoke about the licensing issue with McMillan ebooks. The company, on Nov. 1, began limiting library access to ebook use, in order to encourage sales. She said:

1. Macmillan will only allow libraries to license one unlimited-use e-book copy of a new title for the first eight weeks after the book's release.
2. After those eight weeks, the library can license more copies for around \$60 a copy for a term of two years or 52 lends, whichever comes first.

Public libraries have responded to these restrictions, and the result is an embargo (nationwide) on MacMillan's ebooks. Although we don't purchase many Macmillan ebooks, its concerning that this may become a model for other ebook companies. Considering this, along with the high cost of ebooks, Jill has decided that our library will not purchase MacMillian ebooks, although we will consider buying print books.

Committee Reports

Executive Committee - Jennifer briefly spoke about our recent meeting and asked for questions about the minutes.

Planning Committee - no report.

Nominating Committee- no report.

Policy Committee - covered earlier by Jill.

Evaluation Committee - Tom said there was no current news, but he's been preparing for the upcoming evaluation. He said that he will be sending out forms to members in December. Jennifer explained the purpose of this committee to our new members.

Budget Committee - Carol said that Jill is right on target with the budget. She added that as Carla Cave is leaving her position in the county, she's unsure about how things will be handled in future. Phil said that we hate to see Carla go, as she's been so helpful with library budgeting in the past.

Facilities Committee - Jennifer spoke about the CIP proposal for a conceptual design for expansion. Jennifer asked for support from the board at the board meeting in December.

Public Relations Committee - no report.

Old Business

Regarding the Borrower Eligibility Policy, Jennifer referred to the proposal recently sent out. She summarized the update and asked for questions or comments. There were none. Ruth moved we accept the proposal and Carol and seconded. The motion passed unanimously. Jill and Jennifer spoke about changes in comp time. Due to a change in federal policy, comp time will no longer be an option for staff. The policy committee should meet to make the necessary changes. Linda moved we do so, and Beatrice seconded. The motion passed unanimously.

New Business

Jennifer brought up the proposed holiday calendar for next year and asked for feedback. There was none and Ruth moved we accept and Phil seconded. The motion passed unanimously.

Jill said that she's been in contact with the county attorney about the possibility of remotely attending meetings. She was told that if we make a few changes in our policy, we could work it out. Tom said he may appreciate it as an option and asked about how much work might be involved. Jill said it would require less than five hours, and Phil asked for input. Linda and Gail said it would be nice to have the option.

Educational Opportunity - Carol spoke about a records management webinar that she recently participated in. She found out that we require a records manager (who is Jill) and that its only necessary for the library to keep one copy of the minutes, either digital or paper. She explained that if we originated a document or a communication then we need to hold onto it. If we didn't originate it, we can delete it. Jill added that if we're unsure about deleting something to please check with her.

Beatrice was chosen to do the next educational training.

Our next meeting will be held on January 21, 2020 at 7:00 p.m.

The next executive board meeting/policy committee will take place on December 9, at 4:30.

The meeting adjourned at 8:10.

Gail Geraghty
Recording Secretary