

James L. Hamner Public Library

Full Board of Trustees Meeting

March 20, 2018

The meeting was called to order at 7:02pm.

Members in attendance: Jill, Phil S., Mike D., Linda G., Shannon K., Hilda F., Liz C., Carol H., Jennifer J., Robyn W., Gail G., Heather V., and guest Board of Supervisor Ralph Whitaker.

The minutes to the last meeting were approved. Robyn made the motion to accept, 2<sup>nd</sup> by Jennifer.

Carol sent a note to Mary Nell Tatum letting her know that she is missed.

Gail reported that there's no change since the last meeting in the financial report.

Linda reported for the Friends' that there are 2 upstairs units still vacant. The program that took place on Feb. 25 with Adam Miller was a packed house. The Friends' will be having an election of new officers.

Library Director Report: Jill

Jill asked if there were any questions about the February report. Phil explained the YTD so that new members would understand.

We are good shape when you look at the Expense Summary.

Jill sent out 2 updates for the Strategic Plan, she is certain that they will need revising.

The budget request has been sent to the County but we haven't heard back yet. Ralph Whitaker said we should hear something soon.

The library is moving their internet service to Kinex because they are cheaper. They were able to offer 50MB of speed for the same price the library is paying TDS for 6MB of speed.

The library will no longer be doing the outreach in Mannboro due to lack of interest.

The books to music program is going well. The next program will be on April 15 at 2:00pm at the Library. Missy will be singing soprano. Jill is looking for a person for the month of May.

The Amelia Monitor is going from business to business doing a profile on local businesses.

The VA Association of school library is scheduled for next week, the state has asked Jill to attend and try to get information out about what resources can be accessed through public libraries.

The County is offering employees free exercise classes. Some of the library staff has shown interest but the time frame conflicts with scheduling. Jill would like to give employees time at the end of the day or when the library isn't busy. She asked if the BOT would approve it. The BOT had a few questions and comments and determined that if there is employee accountability to prove that the employee is utilizing the program and not just taking part of the day off, then the BOT will be fine allowing the employees to participate.

Jill would like to start a POD cast for the library. There is an initial start up fee and then it cost \$12/month which will be taken out of the programing budget. Heather felt it's a great idea considering we live in a digital era.

If you are a friend of the library on Facebook, check out "These Post First", its located at the top of the screen and you can view the updated posts.

Another library suggests that Jill work with the County and see if together they can get a request for proposal study done for building a new library. Jennifer said that she'd investigate EVO.

## Committee Reports

Executive Committee has nothing to report.

Planning Committee- Phil asked if they need to get something started and maybe look at having a meeting in May.

Nominating Committee- Gail had to leave and asked Shannon to read her report. There are 3 BOT coming off in July. Gail has found 3 new ones: Dist.4 John Holman, Dist.t 5 Karen Freas and Dist. 2 Tom Hayghe. A proposal for the

executive committee in 2018-2019 has been presented as: President- Phil Seyfried, Vice President- Jennifer Jones, Corresponding Secretary- Carol Hix, Secretary- no body Treasurer- Gail Geraghty. We need a secretary, nobody seemed to want to take the position. The library can bring in an employee to take notes if the position doesn't get filled.

Policy Committee has nothing to report.

Evaluation Committee- Heather reported they did the annual review on Jill. They handed out a survey to employees, BOT members, and county employees. The staff said that they don't understand the relationship of the BOT and the library. Robyn suggested closing the library for a day to have a meeting with the staff and BOT to develop a game plan on what they and we want to see accomplished in the library. She also suggested asking the staff what they'd like to see in a training class and that this should be done within a year. In the review the Friends said they would like to know more about building a new library.

Budget committee submitted their budget so now they wait to hear back from the county.

Facility committee has nothing to report.

Public Relations committee has nothing to report.

New Business:

Heather gave her report on the continuing education class that Jill asked each BOT to participate in. the topic was Top 10 things non-profits should be doing. She learned how important it is to bring fundraising online, meeting donors where they are by starting a blog, POD cast, doing better tracking of donors and reminding people that they are a decent person and to learn from your failures.

Upcoming Meetings

Executive- April 9 at 4:30

Executive- May 7 at 4:30

Full Board- May 15 at 7:00pm

The motion was made by Heather to adjourn 2<sup>nd</sup> by Robyn. The meeting was adjourned at 8:03pm

