

James L. Hamner Public Library
Executive Board Of Trustee Minutes
August 09, 2017

The meeting was called to order at 4:36pm.

The Trustees in attendance were Phil, Phyllis, Gail, Carol H., Shannon, and Jill the Library Director.

Jill reported that the internet had been out for 10 days and finally came back on as of yesterday. Do to no internet, it will show drop-in numbers on her report because a lot of people come to the library to use the internet. She and the staff have cleaned out unneeded items for extra needed space. Madison has been training in the hybrid position, she will start full time in September. Jill is interviewing to fill the part time circulation assistant position. Jill asked if there were any questions about the report, which there were none.

Gail is still looking for someone to serve the District 3 representative. Jill suggested Pastor Mike Davis from Journey Church.

Carol showed us a rough draft of a letter to send to the BOS inviting them to our meetings. Jill will talk to Taylor to see who we should send it to. Phil suggested that maybe the Board have their own letter head.

Carol sent out thank you cards to BOT members that have finished serving their time and a sympathy card to Carolyn Lewis.

Shannon asked if there's been any thought to a mission statement for the library. Jill said that has been put on hold since there wasn't any internet.

Jill will be on vacation August 21-Sept.4. She is confident the staff will have everything under control.

Jill asked if the library has a contingency fund for major repair or replacement projects, such as needing a new roof or heating/ac unit? Phil said he didn't think so. Gail asked if it's covered under the county budget? Jill will ask Taylor and Carla Cave how the County covers major replacements.

Jill asked if we could move to a 4 week check out period for all materials? All BOT present agreed it was a good idea, we will need to vote on it at the Full Board meeting and make a policy change.

Jill asked if the library could go fine free? Most all other libraries are fine free, if someone has material out past the due date, they won't be able to check out or use the computers until the item is brought back in, replaced or paid for. All BOT present agreed, it will need to be voted on at the Full BOT meeting and a change made in the policy. Gail suggested making it publicly known. Shannon suggested putting signs up at the desk and around the library and on the library website.

Jill would like to make library cards free to anyone who is a resident of VA. BOT members didn't see it was necessary to make changes.

Jill will write up the new policies and have them ready to vote on in September, she will also send it to Robyn.

Gail asked Shannon how the online course went. Shannon gave a brief report but wanted to save a detailed report for the Full Board Meeting and then pass the torch to the next Board member.

Jill said Jennifer sent her an email stating that she can't make it to the Executive Board meetings on Wednesday by 4:30 because she works so far away, she asked if we would consider moving the day and time. We all agreed to move the meeting day. Phil asked Jill to respond back to Jennifer and see if Monday at 4:30 works for her.

The meeting was adjourned at 5:32pm.

Dates to Remember:

September 13-4:30pm Executive Board

September 19- 7:00pm Full Board