

James L. Hamner Public Library
Board of Trustees Meeting
Sept. 18, 2018

The meeting was called to order at 7:01 by Phil Seyfried.

Those in attendance were Jill Hames, Phil Seyfried, Mike Davis, Carol Hix, Jennifer Jones, Liz Carson, Phyllis Brown, John Holman, Tom Hayghe, Karen Freas and Gail Geraghty. Ralph Whitaker was also in attendance as the Board of Supervisors liaison. Phil welcomed our new members and asked all present to introduce themselves.

New trustees Karen Freas and John Holman were sworn in by Phil.

Minutes - Phil asked if there were any questions or adjustments to be made to the minutes of the previous meeting. None were presented, so Liz moved to accept the minutes and Jennifer seconded.

Phil asked for a check of correct addresses and emails.

Corresponding Secretary - Carol reported that she sent a sympathy card to Mary Nell Tatum for the loss of her brother and one to Liz Carson on the loss of her mother.

Financial Report - Mike reported that our current balance is \$879.70. No recent transactions have been made.

Friends of the Library - No Friends member was available to present a report. Jill shared that they have not had a recent meeting, and so there's no news.

Library Director's Report - Jill stated that this August had the highest participation in the past three years at the library. She said that, although circulation continues to decrease - as it does in all libraries - total library usage has increased. Our meeting room is used on average 22 times per month by the community. Tom asked if we have specific information about trends. Jill said that she has that info and she can provide specifics upon request.

Strategic Plan Update - Jill explained that before revision, this report was unnecessarily specific, but now the categories are broader and easier to work with.

The library podcast had a goal of 12 listeners in 12 months, but after only two months there are 19 listeners. Liz asked how we know the number of listeners and Jill explained that the info is compiled for us. The podcast's mission is to educate, and Jill's goal is to make it fun as well.

As another goal is to pair more with community partners a retired teacher with a therapy dog is coming twice a month for storytime, on the 2nd and 4th Tuesdays at 11:30. Jennifer said she's heard positive feedback about this program.

The middle school and elementary school have invited the library to have a table at upcoming parent events.

Jill is currently serving on the state committee to update the standards of excellence. She's responsible for Facilities and Collections.

The library's internally focused goals:

As having well-trained staff is very important, Jill is sending two part-time staff to the Virginia Library Conference this year. She will not be attending. Instead, she'll attend the Virginia Library Directors' Meeting. A panel of county administrators will be present at the meeting to provide discussion about communication between libraries and local government. Our board members are asked for questions we may have, and Jill will present them for us.

Also, Jill stated that the facilities committee is active.

Executive Committee - Phil said that the last meeting's minutes were emailed last week, and he explained the origins of our monthly executive meeting, which began in order to address things that come up between board meetings. He invited board members to attend an executive committee meeting at any time. Phil asked that all board members sign up for a committee. Jennifer explained the purpose of each one.

Planning Committee - Mary Nell was absent, but Carol said that the Strategic plan was approved in July.

Nominating Committee - No current news.

Policy Committee - Policy was recently updated. No current news.

Evaluation Committee - Jennifer spoke about the process of evaluating the director. Phil explained that we have a 360 review.

Budget Committee - Carol spoke about the role of this committee, which she said isn't as formidable as it sounds. New members are needed. She stated that Jill sent a two month report which shows that we have 82% of the budget remaining for the year, which is where we should be.

Facilities Committee - This committee met earlier today to discuss our annual CIP request to the county in October. Jennifer said that as the library needs more square footage, we are putting in motion a plan to present a CIP for next year. The committee is exploring additional public meeting space, computer space, and small meeting space. It is our goal to visit other libraries and examine our specific needs to develop a conceptual rendering by next fall.

Public Relations Committee - Jennifer explained that PR is maintained by the library through social media and podcasts. Jill suggested that this committee could serve in a variety of ways, including contacting the board of supervisors, sponsoring raffles, and helping at Amelia Day.

Phil asked for any further questions about committees. None were posed.

The next board meeting is being moved to November 13th, due to the Thanksgiving holiday.

Tom Hayghe spoke about his educational opportunity, a webinar on Block Chain. This technology is being used by libraries for exchange materials. It involves the public exchange of peer-reviewed academic research using digital tokens.

Jennifer Jones was chosen to participate in the next educational opportunity.

At 8:02, Phil moved that the meeting be adjourned and Carol Hix seconded.