

James L. Hamner Public Library
Board of Trustees Meeting
May 21, 2019

The meeting was called to order at 7:01 by Jennifer Jones.

Those in attendance were Jill Hames, Carol Hix, Phil Seyfried, Hilda Foster, Jennifer Jones, Linda Gallagher, Tom Hayghe, Mike Davis, Gail Geraghty and Friends representative Linda Whittington.

Minutes - Phil commented that although the minutes from last meeting were sent out in April, they were not sent out again before this meeting. The minutes were approved.

Corresponding Secretary - No news

Treasurer's Report - Mike reported that the board has a balance of \$879.89, with no recent activity.

Friends' Report - Linda Gallagher shared that one unit in their building is currently vacant. The Friends' annual meeting was held on April 28th at the library. The officers will remain the same, with the exception of the VP which is being filled by Louisa Fink. Linda also said that there wasn't much activity at the book sale on Amelia Day. The Friends' next meeting will be held on June 11.

Director's Report -

On Amelia Day, Jill gave away six boxes of newly donated books. Jill also brought in Keva Planks for community members to play with, and they were greatly enjoyed. Due to the inclement weather, the booth was taken down at 1:30.

The executive committee will meet on the first Monday in June, June 3 - this is a change. The planning committee will meet beforehand at 3:30

Jill will attend RIPPL training on June 4th for evaluating aspects of the library. This is also the day of the first program in the Summer Reading Program. It will be run by Rob Westcott at 10:30. Jill reported that Dave Risley- a locally well-known magician who has performed for us for about 20 years - will be doing his last show at JLH on June 25th. For another program, Carla Terry, a middle school art teacher, will do two bookbinding classes, one for adults and one for young people. She'll also do a Galaxy pour paint program, as the SRP theme is "A Universe of Stories".

Jill noted that Angela made a new display in the front display case.

Changes have been made to the computers, making settings now inaccessible to patrons. Our network is now under control of management.

No applications have been made so far for the summer part-time shelving position. The notice was put on "Indeed" and no one as yet has followed Jill's directions for applying.

Jill brought in two books for the Read Local event sponsored by the Society of Children's Book Writers and Illustrators. Both books are by Virginia authors, Erin Teagan and Veronica

Bartles, whom Jill hosted on recent podcasts. Jill encouraged us to listen to them and explained how to get involved with Read Local: You can go to the website <https://mddewv.scbwi.org/read-local-challenge> and register there.

Because a library employee has elected to not use the county's insurance, Jill has extra money available. She is considering using it for the part-time page OR for a paid internship for someone to help with the Summer Reading Program. The intern position would involve enlisting a college student to begin in the winter with planning, and then host events in the summer. This would probably be for only one year. Jill has begun contacting Longwood University.

On May 19th Three Graces flute trio performed at 3:30 at the Presbyterian Church. Twenty three people attended.

Executive Committee - Will meet again on June 3rd. See attached minutes from last meeting.

Planning Committee - Mary Nell was chairing this but has been absent. The next meeting will be held on June 3 at 3:30.

Nominating Committee - The following members have terms that are up in July: Phil, Mary Nell, and Beatrice. Mike also has announced that he will be moving out of the county and will not be able to serve next year.

Policy Committee - No report

Evaluation Committee - Tom said that the committee met in April. They wanted to align the evaluation form more toward the duties of the director and to evaluate her performance against clear objectives. They started with the library director's job description and made a few changes, such as using a bulleted list, in tech support, and they did away with some unnecessary wording. They also reallocated some previous job responsibilities to other employees. He said that most of the work was done by Jill. The committee will meet in August as a mid-year check-in. He said the new evaluation has more flexibility, and can be changed as needed.

Budget Committee - Carol said that the library still has 23% of its budget left as of the end of April. The budget was approved for next year.

Facilities Committee - Jennifer said that when the committee met last Monday, they discussed having an architectural firm do a conceptual rendering. This could be presented to the CIP next year. Jennifer has spoken with one firm, but we would need three estimates. Tom asked if the sum of money that the Friends have set aside for expansion might be used to pay for a rendering. Phil replied that that has been discussed, but we're reluctant to ask the Friends for it, as we may need it to pay for furnishing the new addition later. Also, it was brought up that the rendering may be an expensive undertaking for nothing if we get no support for the new addition from the Board of Supervisors or the community. Linda Gallagher and Linda Whittington explained the history of the expansion issue, and said that this is really a catch 22

situation, as the Board expects thorough planning to proceed, but we can't afford thorough planning without approval. Tom asked if we could each reach out to our supervisor to let them know of our support and ask them for theirs. Several members said that experience tells us that the CIP committee under the planning commission hasn't been supportive of the library in the past. Phil explained that the CIP committee is the step between the board of supervisors and us. Linda Gallagher said that we need community support, but isn't sure how much we have and we'll need to do a lot of PR to push for it first. The last feasibility study was done in 2006 and cost \$12,000.

Public Relations Committee - No report

Old Business - Revisiting the CIP situation, Linda Whittington asked for the opinions of board members present. Gail suggested that we push for the expansion as providing a needed community space. Linda asked us to put our expansion proposal out on social media, or to contact patrons.

Our next meeting will be held on July 16th. The next executive committee meeting will be on Monday, June 3 at 4:40.

The meeting was adjourned by Jennifer at 8:35.