

James L. Hamner Public Library
Board of Trustees Meeting
Jan 17, 2023

The meeting was called to order at 6:03 by president Jennifer Harris. Members present were Ruth Ashton, Beatrice Head, Jennifer Harris, Tom Hayghe, Carol Hix, Virginia Whitaker, and Gail Geraghty. Also in attendance were Board of Supervisors liaison Shaun Weyant and Friends members Louisa Fink and Linda Whittington.

Carol moved to approve the minutes of the last meeting, and Tom seconded the motion. Motion carried.

Public Comments - None.

Friends' Report - Friends' president Louisa Fink shared that they sponsored a Barefoot Puppet Theater last month and provided refreshments. It was held at the Presbyterian church and was well-received. The Friends gave gifts to library staff at Christmas in recognition of their hard work. Monthly emails have been sent out regarding library programs, and Louisa asked to let her know if any board members also would like to receive the emails. It is hoped that the next meeting, on March 14th, will be held in person - the place is yet to be determined. The spring annual meeting will most likely take place on April 23, and a speaker, author Lindy Walker, has been arranged. Linda said also that she has been working with Baylee on programming and with planning our 50th anniversary events. A sewing class is in the works for March.

Committees - Jennifer asked if there was an updated list of committee members, Gail said she believed she had an old one. A new list of committee assignments will need to be made.

Policy - Jennifer said that we have new policy that needs to be rewritten for the policy manual: for the Vocal Booth and for personnel. Virginia said she would work on it, and Gail agreed to help.

Public Relations - Virginia spoke about planning for the 50th Anniversary celebration this year, which will take place from April through December. She shared that Baylee had some great ideas. Discussion was made of activities being considered, many involving the community's participation. It is hoped to have a folk music performer and a 70s movie night, perhaps in front of the courthouse, as well as a float in the Christmas parade. Baylee said she'd also like to create a community-made mural, and redesign the library's logo, to make it simpler to reproduce. Virginia said they need to narrow down costs, then set up start and finish dates. Jennifer suggested we start publicizing it and continue to do so monthly, and Linda said the Friends would be helping out.

CIP - Jennifer said she will attend the county CIP meetings, even though she isn't on the committee, to advocate for our library's expansion. She said that we put in a request for \$9,000,000, but doesn't think it's likely that will be approved. She spoke to someone at the county who said that maybe we could ask to "load" a given amount each year instead. She had

asked about the purchase of land, but the county is not in favor of using any available retail property for a new library. She said that we need to look at making another request for the cost of two more concept models, about \$30,000 - \$40,000. We could consider adding an expansion to the back or sides of the current library for more space; this should have a better chance of getting approval. She has already put in a CIP request for this option, as the deadline is tomorrow, and will remove our former request. Jennifer has spoken to Gil, who's firm Enteros created our last conceptual design, and he said we really need to have some type of spending cap for them to work with. Shaun said it may be more attainable to ask for an annual amount from the county, and that we could request the Commonwealth Regional Council to look for grants for us.

Library Director's Report - Angela shared the Quarterly Report she'd written for October - December 2022. She said the library is doing very well, with an increase in physical items borrowed and in interactions. The wifi is heavily used, and she expects this increase to continue. Angela asked for questions about the report. Jennifer asked about the statistics for people entering the library, and Angela said she could get more info from the Bibliostat report that's submitted to the state. Jennifer asked if we could start collecting data about the number of requests we have to use the meeting room, as many are denied when the room is booked up. This data could help support our expansion request, showing the public need for more meeting space. Beatrice asked for clarification about the passport process. Angela said we do new and renewed passports, and that she, Baylee, and McKayla are the qualified agents.

Old Business - Jennifer said we are still seeking a Library Director, and said that she had contacted the recent candidate by email and phone but hasn't yet had a reply. The vacancy remains posted on the website and through Indeed, but still needs to be posted on the VLA. Linda spoke about the nationwide librarian shortage. Jennifer said that due to lack of interest, the salary for the position was raised \$10,000, and is now competitive, but we still have no applicants. The circulation manager position is being filled, with a prospective candidate waiting to begin around Feb. 1.

New Business - Policy for the Vocal Booth was discussed, and Baylee explained how it was being used. Jennifer asked for a motion to format the policy to our current policy manual. Virginia said she would do it, and it would be added to the Public Use of Facility section. Ruth made a motion and Carol seconded. Motion carried.

2023/24 Budget - Carol went through all line items on the new budget proposal, and discussions were made about some changes. It was decided that it was necessary to increase the budget for postal services, travel-convention/education, dues/association memberships, and events/programming. Carol said she will make the necessary changes to the budget proposal and share it with the board.

Personnel Policy - Jennifer said the library's personnel policy mostly mirrors the county's, but not entirely. The county is currently reworking their policy, and we need to update ours as well. Since we don't yet know what the county's might say, it's difficult to know how to amend ours at this time. Library staff have been covering for vacant positions, and have recently begun

receiving compensation from the county for their extra work. The current policy for temporary promotion says when covering for a higher position, that salary should be the minimum of the higher position, and that covering a same-level position allows for only a 5% increase. Shaun said we should be able to use some of the budgeted salary for the library director to cover a stipend.

Carol moved that we go into a closed session and Tom seconded the motion. Motion carried.

After the closed session, the meeting was adjourned at 8:32.

The next meeting is scheduled for Tuesday, March 21 at 6:00.