

**James L. Hamner Public Library
Board of Trustees Meeting Minutes
November 21, 2023**

The meeting was called to order at 6:08pm by Karen Freas, the Vice-Chair. Tom Hayghe, Virginia Peavy, Ruth Ashton, Carol Hix, Friends representative Louisa Lorito, and Board of Supervisors representative Shaun Weyant were also attending. Ruth made a motion, seconded by Tom, to approve the September 19, 2023 minutes. The motion passed.

Public Comments—none

Friends report—Louisa reported that in September the Friends provided a letter of support for Kat's grant proposal to T-Mobile. They are still sending out email blasts reminding the Friends of upcoming Library programs. They also sent a reminder to submit recipes for the cookbook. Friend's member and artist Sallie Gordon was asked by Baylee to illustrate the cookbook cover. Sally was flattered. Louisa provided Kat with a list of Friends names and addresses for the new quarterly calendar mail outs. People forget to check the Library's calendar online and this an excellent method to keep the public informed. The Friends are supporting and participating in the bake sale on Dec. 9th. Several are providing baked goods. They will try to generate additional Friends membership at the sale. There is no further progress to report on the attempt to broaden the scope of the Helen Wright bequest. Hopefully there will be a positive report in January.

Officer Reports—Evaluation committee—Tom said he would send out evaluation forms after Thanksgiving; a second reminder before

Christmas, and a third in January. He would like to present results to Kat late January/early February.

Director's report—Meals after school on Tuesday, Wednesday, and Thursday has been successful. Sometimes there are 15-16 students, other times only 4. Some students present challenging behavior, especially on Friday when there isn't any snack. If a child exhibits unacceptable behavior they are asked to leave and can return the next day. Kat talked to Deputy Sydnor—SRO at the high school—and he will borrow the library's movie equipment to show a movie in the courthouse square after the Christmas parade on Dec. 2. The Veteran program was successful and many veterans were given letters. The new website is still under construction. Kat sent the 1st quarter/2024 library usage report to the Board of Supervisors and the County Administrator. Usage has increased in almost every area.

Old Business—Carol mentioned that the board is short 2 members and asked the trustees to find new members. Karen said her husband might be interested and Tom said he had someone in mind. Kat mentioned Joi Worsham who is in charge of the Amelia County Food Pantry. She has experience with people in need.

New Business—Updated Strategic Plan--the library closed for a day in October for staff development. A person from the Library of Virginia was the facilitator. They worked on Strategic Plan Refresh for FY 2024, a vision statement for the next few years and a draft of the plan. There are mission, vision, and value statements. The values are empathy, accessibility, and transparency. These are goals the staff set for themselves. We need good backup for data and good training for the staff. They want to improve the collection and improve circulation. We need improved internal communication and documentation for new employees. Everyone will have a

manual for their job. The goal is to improve the overall appearance of the facility.

There won't be any more talk about a new facility. Kat submitted an RFQ to expand the meeting space for larger groups and be able to divide the space into 2 smaller units. If we increase the size of the building we will need more staff. Virginia asked how staff will know if they are meeting their goals. Kat said there will be a checklist for people to evaluate. There will also be a concrete task list with target dates for completion. Tom asked how Kat was thinking about tying some of the goals for staff retention. Kat responded that the professional staff hadn't been here long. She wants to give the staff what they need to develop. Virginia asked what Kat needs from us? She replied that Board recognition of staff would be welcome.

The board will try to have meeting on January 20, 2024 from 3-5pm, hopefully Nan from the Library of Virginia can facilitate it. The backup date is February 3, 2024. We must have a plan in place so we are in accordance with state aid. We will also use the time to set vision and decide what limited committees can be active.

AT 6:57pm Virginia made a motion, seconded by Tom, that the meeting be adjourned. The motion passed.