

James L. Hamner Public Library
Board of Trustees Meeting
Jan 16, 2024

The meeting was called to order at 6:02 PM by Jennifer Harris. Members present were Kat Spears, Ruth Ashton, Tom Hayghe, Carol Hix, Jennifer Harris, Virginia Whitaker, and Gail Geraghty. Ruth moved to approve the minutes from our last meeting, and Carol seconded the motion. Motion carried.

Public Comments - None

Friends Report - No Friends member was present, but Kat shared that the cookbook sales went well, having sold all 100 copies that were printed. Also, the Ruritans have made a recent donation to the Friends.

Officer's Reports - None

Committee Reports - Tom shared that the director's evaluation had begun. Many evaluations have already been returned; January 31 is the deadline. He spoke with Kat about setting up a date in early February to discuss the results.

Library Director's Report- Kat shared the quarterly report, showing all numbers have increased since last year, particularly in volunteer hours and programs. She said that the Preserving Family's Treasures program was very well done, although not very well-attended. She'd like to offer the program again sometime, perhaps in warmer weather and on weeknights. Kat discussed the holiday closings calendar. Carol moved to approve it as it was, and Gail seconded. Motion carried.

Old Business Kat has spoken with Daryl Gough about using the \$35,000 CIP funds from FY24 to go toward the construction of a new county playground on the library grounds. This money would be used in combination with \$25,000 in CIP funds already awarded to Public Works for playground upgrades at the Historical Society building. The combined \$60,000 budget would create a much better playground for the public on library property. She shared some ideas about where it may be built and how to further use our outdoor space. Kat has spoken with the Piedmont Soil and Water Conservation District about establishing a rain garden on the slope behind the library. Gail shared that the Virginia Master Naturalists may be able to help with that. Jennifer and Ruth said they support a playground at the library. Ruth moved to use the FY24 CIP funds to build a new playground (instead of the additional conceptual plan for library expansion), Carol and Tom seconded. Motion carried.

Kat gave an update on the strategic plan. All staff have prepared their 12-month work plans, which are based on goals in the strategic plan. Next year, everyone will get a performance evaluation based on the strategic plan. On Saturday, February 3, a training for the library board will be held from 3:00 to 5:00, led by Nan Carmack from the Library of Virginia. One thing to be discussed will be recruitment of board members.

New Business - To address the issue of misconduct of minors at the library, Kat said she would like to look at revising the library Code of Conduct during our next meeting.

Kat shared that she found out that the current camera system in place at the library cannot be repaired, and that we may need to consider changes in the near future.

Budget - Kat said that last year the state's projected contribution of \$80,000 was increased to \$99,410. This difference has made it a challenge for monthly budgeting because of the way state funding is represented in the county budget all under a single line item. Next year's projected state aid is set at \$140,826; Kat has budgeted conservatively in case we receive less than that.

In budgeting staffing changes, Kat said that the technical services librarian will soon complete her Master's degree, and the plan is to rewrite her job description to be a de facto assistant director, assuming management responsibilities for all circulation and public access functions. This will include a pay band increase because of the added duties. In addition, the plan is for the circulation assistant to take on the passport program manager functions, increasing our passport revenue. Given the current demand for passport appointments, the increased revenue should easily offset the cost of a pay increase because of added duties. Also, the budget assumes the hiring of two part-time high school students, who would each work 10 hours a week.

Jennifer said that Kat should be prepared for the board of supervisors to question her budget line items, as they always do. Kat said she has worked hard, putting in many hours on this budget, and is ready to present it at the upcoming budget meeting. Tom made a motion to approve the budget, and Carol seconded. Motion carried.

Regarding FY24 CIP funding, the library had \$47,000 unspent last year, due mostly to being understaffed. Kat would like to use the money to upgrade the library's furnishings in two projects, following the proposals from Liberty Systems. 1. \$53,000 will be needed to remodel the young adult (teen) section, using the \$47,000 from last year and some of the extra projected state funding. 2. A \$229,000 upgrade in the adult section will be a CIP request from the board of supervisors. Kat has prepared a presentation to deliver at the county budget meeting. Ruth motioned to approve the CIP proposals and Tom seconded.

Jennifer moved to adjourn the meeting at 7:39, Carol seconded the motion. Meeting adjourned.

The next board meeting will be held on March 19th, 2024.