

Minutes of the Library Board
August 16, 2012

The Board of Trustees of the Orange County Public Library met Thursday, August 16, 2012 at 5:15 p.m. in the meeting room of the main Library. Present were trustees Joan McClung, Marcia Poole, Mary Ellen McWilliams, Wally Rosheim, Myra Soden, Zack Burkett and Library Director, Katie Hill. Absent were trustees John Floyd, Selven Powell, Pat LaLand and Kirsten Samuels.

In the absence of Mr. Floyd, Ms. Soden volunteered to take the minutes for this meeting.

Initially, there was a little confusion on the part of trustees Ms. McWilliams, Ms. Soden and Mr. Burkett regarding the start time of the meeting. It was confirmed that we always start at 5:15 p.m. (not 5:30) so that we can park in the front lot and come in through the Library.

The minutes from the May 17, 2012 meeting were distributed, as they had not become available in time to be included in the packages mailed out to trustees. After the correction of one minor typo, Ms. Soden made a motion to accept the minutes, this was seconded by Mr. Burkett and the motion carried.

Financial Report

Ms. Hill clarified that the excess funds left in the salaries and benefits line items could not be transferred, per the Finance Department. The VRS contribution amounts have been fluctuating, and can only be handled by the Finance Dept. When the auditors' adjustments are made, most of what appears to be an overage in salaries will be charged back to part-time wages. Our budget may still appear to have some salary and benefits overage, and we have been granted level funding for the upcoming FY by the county, so most likely any excesses will be assigned to other departments. Only the Board of Supervisors and Julie Jordan have control over that.

The county has not yet closed out FY 2011-2012. Ms. Hill will not have the new report until our next meeting.

Ms. Hill successfully obtained the necessary waiver for the Library to receive the same funding from the Commonwealth of Virginia for the coming year.

Librarian's Report

Ms. Hill reported that it has been a consistently busy summer and things went very well, including the transition to a new Childrens' Librarian. The excessive summer heat and power outages due to the Derecho storm prompted increased patron use of the Library to access WiFi and to "hang out," but there was no increase in materials being checked out.

The post card verification system for new borrowers is working extremely well, with approximately 10-12% return of cards sent to applicants who did not provide a valid mailing address. It has proved to be well worth the cost of postage.

The Wilderness branch has two new AC units as per the CIP, replacing 18-year old failing units. The new roof is still pending.

Minutes of the Library Board
August 16, 2012

Overall, 15% fewer materials have been added. Computer use is slightly down, probably due to the increased use of WiFi on patron personal laptops.

Old Business

The nominating committee (Mr. Floyd and Mr. Powell) recommended that Ms. McClung remain as chair and Ms. Poole remain as co-chair. Mr. Floyd is willing to remain as secretary, but would be happy to give it up, should someone else want the position.

Due to the fact that Ms. McClung was presiding, Mr. Burkett made a motion, second by Mr. Rosheim, to have Ms. Soden act as temporary chair for the purpose of this vote. The motion carried.

Mr. Rosheim motioned, seconded by Mr. Burkett, to accept the recommendations of the nominating committee. The motion carried unanimously. Ms. Soden “stepped down” as temporary chair and the meeting resumed with Ms. McClung presiding.

New Business

The Orange County Acceptable Internet Use policy was reviewed. Ms. Hill has requested that the requirements to use passes for internet use and for minors, and the requirement of “slip status” be omitted because we no longer use passes or slips.

Regarding the Mission section, we cannot determine or police whether a computer is being used for “work-related” activity. The sentence requiring we do this will be deleted. Likewise, the words “commercial use” and the sentence “computers cannot be used to conduct a business” will be deleted. Wording “after a warning” will be added to the sentence regarding not allowing a borrower to let someone else use their card. The sentence with respect to staff help with computer and internet use will be re-worded to contain “tutorials and handouts will be available.” To keep pace with media technology, the wording “from USB drives” will be added to the sentence about software or files being downloaded to Library computers.

Mr. Burkett motioned and Ms. McWilliams seconded that the edits to the internet policy be accepted.

“Goals, Objectives and Activities for 2012-2013” is an ongoing document that gets reviewed, revised and updated every few years. We will need to give this a full review and revision next year, with community participation. There was brief discussion on who would potentially be invited to participate, such as teachers and other community members or leaders. Ms. Hill commented that the previous review meetings were rather poorly attended and hopes to improve on this.

Mr. Burkett wants to add as a goal the enhancement and accessibility of information in all branches about Orange County history, our key role in the Civil War and other important historical sites and events. He suggests special sections and displays in each Library, specific to that branch. Ms. Hill stated that much of the historic materials were turned over to the Historical Society back in the early 1980's, by the now non-existent OC Library Association, before the Library became public. Whether or not the Library could recover some of that material and if there would be sufficient space within the branches would need to be determined.

**Minutes of the Library Board
August 16, 2012**

Mr. Rosheim made a motion, seconded by Ms. Poole, to accept the “Goals, Objectives and Activities for 2012-2013.” The motion carried.

The Library Survey for September 2012-2013 was reviewed. Ms. Soden suggested a change in Question #10 in the list of collections offered. She thought “online resources” should be “online publications,” to better specify that it means online newspapers and magazines.

Ms. Soden motioned, seconded by Mr. Rosheim, to approve the survey questions with this change. The motion carried.

The Friday, November 2, 2012 Staff Day closing and plans were approved. Ms. Poole motioned, Mr. Burkett seconded, the motion carried.

Ms. Soden made a motion, seconded by Mr. Rosheim, motion carried to approve the early closing at 5:30 p.m. on New Year's Eve (12/31/12).

We discussed whether an online registration form for new borrowers would be useful for the Library. Ms. Hill reported that the county has asked all departments to consider as much online registration as possible. People could go online and fill out a form to obtain a Library card, but they still would go to the Library in person for verification. It would most likely create an frequent issue of people not printing out a hard copy of their form to bring with them, so it would not save the staff any time or improve on the current procedure.

Ms. Soden made a motion not to use online registration for new Library patrons, seconded by Mr. Burkett, and carried.

Mr. Rosheim motioned for adjournment, Mr. Burkett seconded, the motion carried. The meeting was adjourned at 7:00 p.m.

THE NEXT REGULAR BOARD MEETING WILL BE

**THURSDAY, OCTOBER 18, 2012
5:15 P.M. - MAIN LIBRARY**