

Minutes Of The Library Board November 15, 2012

The board of trustees of the Orange County Public Library met Thursday, November 15, 2012 at 5:15 PM in the meeting room of the main library. Present were trustees Joan McClung, Marcia Poole, Wally Rosheim, Zack Burkett, Kirsten Samuels, Myra Soden, Selven Powell, and John Floyd; library director Katie Hill; and librarian Teri Frick. Trustees Mary Ellen McWilliams and Pat LaLand were absent

The minutes of the August 16, 2012, meeting were received.

It was noted that the library board was scheduled to meet October 18, 2012, but lacked sufficient trustees present for a quorum. Trustees Joan McClung, Myra Soden, Kristen Samuels, Selven Powell, and John Floyd were present October 18th.

Financial Report

Ms. Hill presented the financial report. There have been no nasty surprises to date. Sourcing options for computer replacement/upgrades were discussed but it was agreed it would be most expeditious to remain within the normal county purchasing framework.

Librarian's Report

Ms. Hill presented the librarian's report. Circulation figures were up nearly 9% overall, with an 18% spike at Gordonsville. The staff training day was successful, with training on e-readers. The library is submitting content for inclusion in a library web page on the next iteration of the county website. The library expects to have a fairly basic page, which will link to the existing library website.

Old Business

Staff Training Initiative

The Staff training initiative was addressed in the librarian's report.

Capital Improvement Plan

Construction for Main and Wilderness library buildings is outside the current planning year but should remain in CIP to permit county to "capture" funds when possible; e.g. by means of a development proffer. AC, carpet replacement, and computer upgrades are in current planning year.

New Business

Annual Survey

The FY 2012 Library Customer Survey was available for review. The library met and exceeded its goals in all areas. Extensive customer comments were also collected.

Customer comment on removing 2 week loan for new books

Ms. Hill presented a request from a customer to reconsider the policy restricting new books to a two week loan. The customer had stated the two week loan provided insufficient time to read a long book and resulted in him and others having a less positive experience using the library.

The board determined that only one comment had been received and restated its support for the two week loan on new books policy. The policy is intended to increase circulation of new books, especially best sellers, without necessitating additional purchases of items that will be "super popular" only for a little while. Additionally, it was noted items can be renewed unless requested by another customer by means of a hold request.

Early close on Nov. 22

The county is granting employees extra time off, closing early (at 12 Noon) November 22, 2012, for the Thanksgiving holiday. This applies to library staff and the libraries will accordingly close at noon November 22. Board action is not required.

Budget Committee

A budget subcommittee will assist Ms. Hill in preparing the FY 2013 budget request for submission to the county. Ms. Poole, Mr. Powell, and Mr. Burkett agreed to serve on the committee. Ms. Hill reminded the board that a called "special meeting" to review the budget was an option available but would have to be adequately advertised.

Staff request to block use after 2 returned address verification postcards

To reduce loss (theft) of items, new customers have been being granted provisional patron status (limited to checking out 3 items; able use library computers) until they receive in the mail and return an address verification postcard. Numerous postcard are being returned to the library for an invalid address (greater than ca. 10%) and currently 66 provisional patrons have overdue items.

Therefore, Ms. Hill has requested permission to refuse checkout to customers who have postcards returned by the post office until the time they bring in a successfully delivered

address verification postcard. Mr. Floyd made a motion to adopt this policy change. Mr. Burkett seconded the motion and it carried.

Other items

Wilderness roof will be done in the spring.

Gordonsville Friends of the Library are requesting information to pursue landscaping project.

The next regular board meeting will be January 17, 2013.