

Orange County Public Library, Library Board of Trustees

Minutes: October 27, 2016

Members present: Wally Rosheim, Joan McClung, Katie Hill, Christine Kastan.

Meeting called to order at 5:20 by Joan. Joan announced the passing of Selven Powell and a card was signed with a contribution to the Lions Club made in the name of the OC Library board of Trustees. Minutes from August 18, 2016 meeting read, corrected (OC County Administrator removed the library CIP from the budget submitted and approved).

Financial Report:

Report submitted and FY 16 is still not closed out. There is a very low balance in office supplies, postage and utilities. Christine suggested using the courier service instead of postage to send agenda for Trustee meetings. Katie is not certain what lies ahead for FY 18 and potential budget cuts.

Librarians Report: Submitted with highlights below.

Customer survey response (n400) indicated excellent overall quality of materials and staff service at all branches. Christine suggested having surveys placed in other county facilities next year. Staff day went well, with 25 in attendance. Two patron incidents occurred (see librarian report). GFOL book sale was the best one so far, raising almost \$1,000. Katie is working with IT to improve Windows 10 efficiency. New staff members were hired at Wilderness and two sick leave returning employees to Main. Five pre-loaded early literacy iPads were received from the library of Virginia in October

Old Business:

Motion made by Wally, seconded by Christine for the revised educator card procedure and verification; unanimously passed.

Motion made by Christine, seconded by Wally to approve online registration procedure; unanimously passed.

New Business

Katie submitted a letter of inquiry to William May Cook Foundation to secure a grant for a book scanner and micro-film scanner.

Katie met with a consultant and did a space analysis at Main and will submit modification item in the CIP and operating budget request.

The next regular scheduled meeting is November 17, 2016 and may be combined with the December, 2016 meeting, based on agenda items needing attention.

Motion for adjournment was made by Christine, seconded by Wally. Unanimously approved and meeting adjourned 6:10pm.

Respectfully submitted: Christine Kastan