

Orange County Public Library Board of Trustees

May 15, 2019 Minutes

Members present: Dave Kraus, Joan McClung, Beth Wilbanks, John Frey, Don Lundry, Christine Kastan

Members absent: None

Others: Katie Hill

Meeting called to order by Chairperson Kraus at 3:35 pm

Approval of agenda: Accepted without objection

Approval of March minutes: Accepted without objection

Chairperson Kraus attended the Board of Supervisors meeting to further promote the necessity of the "Circulation Supervisor" for Katie Hill and to demonstrate the support of this position by the Library Board of Trustees. He met with a less than enthusiastic audience but Kraus was not deterred and will continue to push for this position and any other issues that will better our libraries.

Term expirations: The three Board members - John Frey, Don Lundry and Joan McClung - have successfully completed the process to renew their terms and will continue to serve as members of the Library Board of Trustees.

Financial Report: Reviewed and approved

Librarian's Report: Katie highlighted her written report and added that although it has been extremely difficult to find dedicated employees to fill vacancies, the hiring situation has finally stabilized. The Summer Reading Program for Youth is getting ready to start with a number of entertaining activities and programs available for all ages. Katie will be meeting with Glenda Bradley, Finance director, to discuss a surplus of money in her budget that was not used and Katie does not want to lose control of how it will be spent. The Board will be updated at the August meeting as to how the situation will be rectified.

A request was made by Katie to re-schedule the October 2019 meeting from October 17 to October 24 at 4:00 pm. There was no objection so the meeting will be moved.

Old Business: Revision of Programs 3.9 and new 3.9 A (separate policies for youth and adults) was discussed. Minor word change in last paragraph of 3-9.A will read, “In the case of programs being held by community groups using our meeting room space , the burden is on the user to check *for potential closure*.”

In 3.9 the words “The Library” will be deleted from sentence under GOALS. Motion by Lundry, second by Wilbanks to approve revisions. Motion passed.

The Board will not meet monthly and will meet in the months of February, April, June, August, October and December. To have Board meetings these months will require a bylaws change and Chairperson Kraus will write up the changes to be reviewed and voted on at the August meeting.

The Board will hold one meeting a year at both the Wilderness and Gordonsville libraries. This will provide Board members the opportunity to become more familiar with the staff and other libraries. The August 15 meeting will be held at the Gordonsville library at 4:00pm.

New Business: The nominating committee presented the slate of officers: Dave Kraus – Chairperson, Joan McClung – Vice-Chair and Beth Wilbanks – Secretary. Motion by Frey, second by Kastan to approve the slate of officers for 2019-2020. Motion passed.

Discussion about the Board developing a bylaws change for remote participation in meetings was revisited from previous meetings. Christine will tackle work on creating the wording for the proposed change and present a progress report in August. Katie had sent out an email pertaining to the issue and also suggested any changes be run by the county attorney’s office.

Removal of policy 1.5: Publicity and Public Relations as duplicative to Communications 4.3 A was discussed.

Motion by Kraus, second by Frey to rescind policy 1.5. Motion passed.

Revision of policy to 1.6: Last sentence of first paragraph will read, “ Another example *of participating in Region VI activities* is sending staff to regional meetings and training opportunities.”

Last sentence, second paragraph will read,” As the library does not provide any funding for dues to professional organizations such as the American Library Association, such memberships *by staff* are encouraged but not mandatory.

Motion by McClung, second by Lundry to accept revisions. Motion passed.

Revision of policy 1.7: Under **Cooperation with area schools** the last sentence of first paragraph will read,” Staff are encouraged to explore strategic areas of possible partnership such as digital collections with the school *administration and other appropriate school staff*.

Motion by Kastan, second by McClung to accept with revisions. Motion passed.

Revision to policy 1.8: Last paragraph to read: Examples of the type of work volunteers *might* perform ( these are examples, not an exhaustive list) *include*: cleaning discs or shelves, shelf reading materials, shelving of materials, processing of materials such as affixing covers or labels, pulling materials for staff based on printed reports, *creating and developing programs and displays* and *performing* outdoor maintenance such as weeding.

Motion by McClung, second by Lundry to accept with revisions. Motion passed.

Request made to close the library on October 4, 2019 for staff training day. Motion by Frey, second by Joan. Motion passed.

Revision to policy 1.3 Responsibilities of the Board of Trustees by the Board of Trustees will be written by Chairman Kraus and put on the agenda for the August meeting. (Please note: Kraus has sent out proposed changes and wording in an email. Please review prior to next Board meeting and contact Dave with any questions or concerns.)

Final issue is the deteriorating exterior of the Gordonsville library. Mark Johnson is making sure the appropriate county personnel are moving forward on this project. Christine will keep the Board updated.

The Board agreed to adjourn without objection.

Next Board meeting will be held August 15, 2019 in Gordonsville library.

