

Orange County Public Library Board of Trustees

October 24, 2019 Minutes

Main Library

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

Members absent: Joan McClung

Others: Katie Hill, Teri Frick

The meeting was called to order by Chairman Kraus at 4:09pm

Teri Frick, Technical Services Librarian, provided the Board with a library operations update, which included an overview of her job responsibilities. An employee since 1998, Teri catalogs essentially everything purchased by the library except newspapers. She constantly monitors information in the computer system, updating, adding and deleting catalog codes and pertinent information on new and existing entries. Working closely with her assistant, Betsy Amos, she works behind the scenes to make it possible for patrons to find what they need. Although Teri's explanation of some aspects her work went over the heads of many Board members, it was impossible not to catch the enthusiasm she has for her job and the future of cataloging. Teri is also the administrator for the library's FACEBOOK page.

Special guest, Glenda Bradley, Assistant County Administrator for Management Services, was unable to attend due to a death in her family. Katie will ask her to attend our meeting in February, 2020.

Approval of agenda: Accepted without objection

Approval of minutes: Accepted without objection

Chairman's Report/Comments/Announcements

Chairman Kraus again tried unsuccessfully to contact the Orange County Library Foundation, this time via traditional US Mail. Katie, however, knows Bryan Hargett, the individual who brought over the Foundation's last check for the library, and she will contact him to see if they are willing to meet with the Board and shed light on their goals and objectives.

Karen Kovarik, President of the Wilderness Friends, and Dave met for lunch so that he could learn more about her group's support of the branch. Karen will attend our meeting in April, 2020, at the Wilderness Library to meet the trustees and provide insight into their responsibilities

Chairman Kraus suggested a meeting off-site from the library for Board members to gather informally and discuss ideas to increase circulation and patronage at the libraries. This event is scheduled for 12: 00 Thursday, November 21, at the Light Well in Orange. Please try to attend.

Also, in an effort for the trustees to learn more about each other, at each future meeting a member will be asked to "introduce" himself or herself and talk about their lives and interests at each meeting.

### Financial Report

Reviewed and accepted without a vote.

### Librarian's Report

Katie highlighted her report. She stated that the painting had been completed at the Gordonsville Library. The columns, however, were not done by the Department of Public Works, Tina Kastan will ask the Gordonsville Friends of the Library (GFOL) if they will assist in painting them. Another issue there is the rickety handrail on the steps to the old church entrance. Although it is not used, the handrail has to be fixed, but the Public Works department said they didn't budget for it to be repaired. Katie has exhausted every resource she has looking for assistance in this matter, and the Board agreed for Tina to contact Barbara Hamran, President of the Gordonsville Friends of the Library, to help find a resolution.

Statistically, patron visits were down and Katie said a factor was the lack of parking spaces due to an increased number of court cases.

### Old Business

Proposed changes to bylaws to cite new policy: New Article VI, Section 8, "Meeting Participation by Trustees from Remote Locations: Trustees may fully participate in Board meetings from remote locations provided all requirements of the Board's policy, "Library Board of Trustee Meetings: Trustee Participation through Electronic Means" have been fulfilled." Re-number old Sections 8 and 9.

Motion by Lundry, second by Frey to accept the bylaws change. Approved.

Proposed Revision of Policy 1.9 was tabled until our December meeting. Joan McClung was going to reach out to the Orange Friends of the Library to check on their status, and she was unable to attend today's Board meeting.

### New Business

Policy Updates: Policy 1.4 Standards. Motion by Frey, second by Kastan to accept revision. Approved.

Policy 2.2 Video Collection Development. Motion by Kraus, second by Kastan to accept revision with one spelling correction. Approved.

Policy 3.4 Fines and Fees. Following trustee comments and suggestions, Katie will revisit this policy and get back to the Board with more information at the meeting in February, 2020. The Board agreed by consensus to defer a policy decision until then.

Chairman Kraus and Don Lundry volunteered to be on the Budget Committee. Katie will generate a draft for the meeting to be held around the end of November and send the trustees an email as to the time.

Katie requested permission to close the libraries at 5:30 pm on New Year's Eve. Motion by Kastan, second by Lundry to close the libraries early. Approved.

Without objection the meeting adjourned at 6:34 pm.

Next Board meeting will be held December 17 at 4:00pm at the Main Library.