

Board Meeting May 2017

Present:

Board Members Bruce Van Arsdale, John Phillips, Sonya Nicely, Betty Overdorf, Wilson Rankin;

Library Staff, Elizabeth Sensabaugh, Director

Absent: Emma Brockway; Annyce Levy

Date: May 15, 2017

- I. Old Business
 - A. Minutes – Minutes from the February 21, 2017 meeting were approved after a brief review and discussion.
 - B. An additional parking lot handicap space is scheduled to be added to the parking lot per Annyce Levy's suggestion that additional spaces were needed. Director Sensabaugh approached the City Engineer and City Manager about additional handicap parking spaces, and it was agreed that one more could be added as well as one 'Book-drop Parking' space near the library for limited parking.
- II. Staffing
 - A. IT Coordinator

The IT Coordinator position has been filled by Duncan Hall. He began with RPL on 4/24/2017 following his work of many years with the Blacksburg Library. In preparation for tonight's meeting, Duncan provided a written update on suggestions for improvement to the 19 existing public computers, 13 staff computers, and 3 servers. He has completed a first draft of a technology plan to be eventually incorporated within the updated Strategic Plan.
 - B. Library Clerk and Library Substitute

These two positions are being advertised. One position is currently vacant and the other will be vacant by May 24. One employee left RPL because she was moving away and the other Substitute position held by Kerri will be vacated as she has accepted a full time job.
 - C. Staff training

Through opportunities made available with the City of Radford and in-house opportunities, staff have received training on the following in the past 4 months: *Workplace Incident* required for Department Heads on 2/9/17; *New River Room* training from Scott Gardner to all staff on 2/24/2017; *Customer Service* on 3/24/17 to all staff; *Hazardous Materials* (yearly required training) for 7 staff on 4/11/17; Elizabeth attended the *Virginia Public Library Directors'* meeting on 4/20-4/21; *Active Killer/Workplace*

Incidents training with SWAT Commander/ Lt. Schwarzer on 4/28/17 for all staff; Six full time staff received *Passport Acceptance Agents* training from the Department of State on 5/2-5/4/17. All staff received training on Summer Reading Program online/paper participation on 5/12/17.

III. Budget

The State Aid application has been submitted prior to its June 1 deadline. Confirmation has been received that the application was approved, although the Strategic Plan was not included as required because it ends 2017. We will need to supply an updated Strategic Plan by August 1.

IV. Programs (handout)

The Summer Reading Program Activity Log was handed out to Board members. The program kicks off on Saturday, June 3 and is based on activity points that involve reading and also involve learning, interacting and visiting other places in the New River! The Summer Reading Program kickoff is Saturday, June 3. This year's theme is Read By Design and people can register online or in person beginning May 30, 2017. Participants earn points for a variety of activities including reading, visiting places in Radford, etc. We are extremely grateful to the Lamplighters for funding the many programs that are being held during the summer!

V. In Progress

A. Parking Lot Updates

In partnership with Students in Government Day, the Library worked with City Manager, City Engineer, City Council and Public Works to plan safety changes and other enhancements to the parking lot. (see Drawing)

B. Unique Management Systems (UMS)

Director Sensabaugh continues to evaluate the effectiveness of UMS, the collection agency with which RPL works for accounts in arrears. To date RPL has collected \$30,221 in replacement costs and recovered items. For every \$1 we are invoiced, we get \$4 returned to the library in materials/cash. UMS is a good choice for a collection agency partnership with libraries because they encourage clients/patrons to return to the library.

C. Passport Facility

RPL was approved in December as a passport facility. Six passport acceptance agents were trained by the Department of State in May and received their certification, and Duncan Hall makes 7 full-time agents. The projected start date is June 5 but it will depend on whether all of the necessary supplies have been received by that time. Once all supplies are received, we will put out a press release and promote!

D. Strategic Plan (handout provided for SP 2012-2017)

A 5 year Strategic Plan must be submitted before August 1, 2017 to LVA. The Board reviewed the current Strategic Plan and did not have immediate suggestions for the next five years.

- VI. Snapshot VA on Wednesday, April 26, 2017 (handout)
Snapshot VA is an annual celebration and time to advocate for libraries as an essential public service! Library staff asked patrons throughout the day if they could take their pictures while using the library to help us promote all the ways that libraries make a difference. Visit <http://snapshotvirginia.org> for more details. Statistics were compiled for that day in the variety of ways the public uses the library as well as some of the many positive comments shared from patrons to staff about their library experiences.

- VII. Next Meeting
The next meeting will be in August 2017 following the book sale. A date has not yet been determined.