

Board Meeting Minutes

Monday, May 21, 2018

Present: Annyce, John, Sonya, Betty, Wilson, Elizabeth

Absent: Nishant, Emma

I. **Old Business**

Three Library Board members have terms that will soon expire.

Emma Brockway's term expires 6/30/18. Wilson Rankin, currently our Board Chair, has a term that will expire 6/30/18 and he has submitted a letter of interest to remain on the Board. John Phillips's term expires 6/30/18, and at the time of the last Library Board meeting he indicated that he would likely not seek to be reinstated.

The City Council will appoint new members at the July Council meeting. If you would like to continue on the Board and have an expiring term, it may be good to consider attending the Council meeting.

Youth Librarians have talked with a teen about the possibility of serving as the Teen liaison. Wilson and all Board members commended John for his eight years of service to the Library Board. His work on the Board is much appreciated and he will be missed! Many thanks to Emma for her role as Teen Liaison!

II. **New Business**

A. Director Sensabaugh has spoken with City Manager Ridpath about the possibility of bringing a service puppy/dog in training to the library as part of ongoing training in partnership with Saint Francis Service Dogs (SFSD) of Hollins. As a long-standing volunteer, Sensabaugh has had several years of experience with SFSD in puppy-sitting and is beginning puppy-raising. Ridpath is considering the idea. Director Sensabaugh envisions this library partnership with SFSD as an opportunity to educate the public about the use of service dogs and provide support to another organization, SFSD, which serves children and adults with disabilities and helps them become more independent and self-sufficient through their partnership with a professionally trained service dog. This may be an opportunity for a SFSD/library service project, in which case the library would provide a cooperative working and learning experience. Another possibility involves having a facility dog. Facility dogs are expertly trained dogs that are partnered with a healthcare, courtroom or education setting and are trained to do many tasks to assist with therapy, provide motivation and give comfort. At this point, these are just possible ideas and aren't being actively pursued as such with SFSD at this time. Board members asked questions about SFSD insurance coverage, the tasks that dogs are trained to accomplish, and the amount of exposure a dog would have to the public. The final consideration rests with the City Manager and depending on his decision, more communication will be had with SFSD about partnerships that may benefit them.

B. In June 2018, RPL will be open on Sundays from 1-5 PM. This is a change to the regular business hours which in the past several years have included being closed on Sundays in

the summer. By increasing the number of business hours, RPL increases accessibility. Board members Sonya and Wilson spoke in support of business hours on Sundays in the summer and the Board members all responded positively.

On average, RPL experienced the following number of patron visits on Sundays in FY 2018 to date:

(Closed Sundays in July and August)

September 2017: 9/10 – 108; 9/17 -167; 9/24 – 155

*Average 143 patrons on September Sundays

October 2017: 10/5 - 485; 10/12 - 477; 10/19-526; 10/26 -481

*Average 492 patrons on October Sundays

November 2017: 11/5 – 164; 11/12 – 589; 11/19 – 127; 11/26 – 105

*Average 246 patrons on November Sundays

December 2017: 12/3 – 164; 12/10 – 103; 12/17 – 85; 12/31 – 45

*Average 99 patron visits on December Sundays

January 2018: 1/7 -171; 1/14 – 270; 1/21 – 130; 1/28 – 310

*Average 220 patron visits on January Sundays

February 2018: 2/4 – 43; 2/11 – 175; 2/18 -232; 2/25 -158

*Average 152 patron visits on February Sundays

March 2018: 3/4 – 232; 3/11 – 200; 3/18 -135

*Average 189 patron visits on March Sundays

April 2018: 4/8 – 201; 4/15 – 109; 4/22 – 240

*Average 183 patron visits on April Sundays

- C. Board Chair Rankin suggested a monthly update be sent to the Board on a regular basis to keep the Board informed between meetings. The first Board Update was sent at the end of April 2018.

III. Staffing

- A. Lorraine Proska, a library clerk substitute, has decreased her schedule availability. She will fill in as needed but will not be scheduled on a regular basis as she has been since her hire date 7/27/17. A library clerk position remains open and we are seeking a candidate for this position. The application deadline was Friday, May 18. Jarrells, Fae and Sensabaugh will review applications and begin the interview process.
- B. A Radford University student intern, Jerome Thomas, began working at the library the week of May 13. To receive course credit for his interdisciplinary studies, he will complete 120 unpaid hours at Radford Public Library.

IV. Budget

A. As of mid-May, RPL was at 82.3 % expenditure and will be at 91 % by the end of May in keeping with monthly year-to-date targets.

B. State Aid

Because we spent \$44,000 less in FY 2017 expenditures from the previous year, State Aid is in question for FY 2019. The decrease in expenditure is due to the Director position being vacant for six months as well as having an IT Coordinator position vacant for three months. Our liaison to the LVA Board that votes on this matter has assured the Director that RPL will not be penalized as the Board will likely assign a technical waiver for this shortage.

V. Programming

A. The Summer Reading Club kicks off on Saturday, June 2. Youth Services Librarian, Catherine Fae, is exploring some new possibilities with this event. Last year, RPL focused on 'activities' such as visiting the parks and museums, as part of the program. This year, the focus is on reading. There are no weekly prizes but other incentives, such as beads for bracelets or keychains, and activity packs are being offered instead. Catherine has planned weekly programs so that a professional performer or other large event will occur on a weekly basis and optimally continue to pull youth back to the library! The SRC will run through June and July. We are fortunate to have the support of the Lamplighters to offer the level of programming that we'll be offering this year!

B. Radford Reads is continuing in a different format than the Radford Reads Festival. In April, RPL partnered with RU to bring local author Cece Bell to Radford University and to RPL. This partnership was very successful. 132 attended the RU event and 88 attended the RPL event. Author Jim Minick delivered a Radford Reads program in May. Leah Weiss will bring a Radford Reads program in June and Noley Reid will bring another Radford Reads in July.

VI. Other/Misc.

A. Wilson encouraged Board members to look in the New River Room at the table that was repaired by volunteer Shawn Graham.

B. The next Lamplighter Book Sale will be Friday, 8/3 and Saturday, 8/4.

C. The next Library Board meeting will be Monday, August 6 at 5:00 PM.