

Library Board Meeting Agenda for Monday, August 21 at 5:00 PM

Present:

Board Members Emma Brockway, Nishant Grover, John Phillips, Sonya Nicely, Wilson Rankin, and Library Staff, Elizabeth Sensabaugh, Director

Absent: Annyce Levy, Betty Overdorf

I. **Old Business**

The Library Board approved the May 15, 2017 meeting minutes.

II. **New Business**

- A. Board member Wilson Rankin greeted new member Nishant Grover and thanked him for his time and interest in volunteering with the Library Board. Mr. Grover is a Radford High School graduate and spent time at the library after school. He has a political consulting and social media marketing business.
- B. The Board briefly discussed the open positions on the Board which includes the Chair position, which opened upon Mr. Van Arsdale's recent resignation. It was suggested that Vice Chair Rankin assume the responsibilities of the Chair position, and he agreed to do so. At the next gathering, Board members will discuss the options in filling the Vice Chair position.

III. **Staffing**

- A. Youth Services Librarian position
Barbara Tait, former YSL, vacated the position on 8/11/2017. She and her fiancé will be relocating to Colorado. Catherine Fae will begin in this position on 8/21/2017. She comes to RPL from the Montgomery-Floyd Regional Library (MFRL) system and has several years of experience as a youth librarian. She is seasoned in delivering story time, providing outreach, creating and delivering programs for all ages, and collaborating with community members.
- B. Library Clerk Substitute
Kerri Copus vacated the Library Clerk Substitute position to accept a full time job with MFRL. Lorraine Proska, with MFRL, was hired newly for this position in July.
- C. Library Clerk
The Library Clerk position, last vacated by Tara Abdul, has not yet been filled. Interviews, conducted in May and June, did not yield viable options. A former Substitute, Judy Durham, was moved from this position to a shelving position. A former shelving position, held by Hannah Long, was changed to a Substitute position.

D. Classification and Compensation Study

Employed by the City of Radford, Paypoint HR is conducting a classification and compensation study. All staff were required to attend a presentation given by the City's HR representative as well as a speaker from Paypoint HR. The presentation offered explanations about the process, a timeline, and survey points. Staff were strongly encouraged to complete and submit their online surveys. Sixteen of nineteen staff submitted their surveys.

E. Staff Development

Aaron Jarrells successfully completed his fellowship with the University of North Texas. He is now a librarian with a Masters in Library Science!

IV. **Budget** - The FY2017 budget has not been finalized. A few remaining invoices from FY 2017 will soon be paid and the FY2017 final budget will be complete.

V. **Programs**

A. A summary/chart of statistics regarding programs in May, June and July of 2017 is listed below. The statistics reflect the monthly number of events and number of participants by target audience.

B. Board members suggested additional advertising and promoting of programs perhaps in sending program calendars to the schools, as Kroger inserts, the Patriot, Radford News Journal, and more.

May 2017: 61 programs/980 participants

Adult Programs	6
Adult Program Participants	36
Children's Programs Pre-K (0-5)	18
Children's Program Participants Pre-K (0-5)	255
Children's Program Participants ages 6-11	12
Children's Programs ages 6-11	516
Teen Programs	25
Teen Program Participants	173

June 2017/FY17: 48 program/756 participants

Adult Programs	13
Adult Program Participants	100
Children's Programs Pre-K (0-5)	16
Children's Program Participants Pre-K (0-5)	289
Children's Programs ages 6-11	14
Children's Program Participants 6-11	360
Teen Programs	6
Teen Program Participants	35

July 2017/ FY18: 68 programs/964 participants

Adult Programs	19
Adult Program Participants	179
Children's Programs Pre-K (0-5)	16
Children's Program Participants Pre-K (0-5)	285
Children's Programs ages 6-11	28
Children's Program Participants 6-11	488
Teen Programs	5
Teen Program Participants	12

C. Upcoming programs for September include:

- *Story Hour* weekly for adults & teens on Tuesdays at 4:30 PM
- *Stories and Science* for children care of Claytor Lake on Saturdays at 11 AM
- Escape Room for adults and teens with Valley Escape Adventures on Thursday, 9/14 at 3-8 PM
- Family Matinee Movie showing on Saturdays at 2 PM
Computer Fundamentals for Adults on Tuesday, 9/26 at 10:00 AM
- *Niko's Exotic Bird Rescue* for everyone on Saturday, 9/30 at 2 PM
- *Book Your Weekend* Book Club for adults on Saturday, 9/30 at 4 PM

D. Summer Reading Program wrap-up – please see additional handout

VI. In Progress

A. Building:

Updates and general cleaning are in progress to the facility. We have been fortunate to receive the donation of time and skills from BlueLine Exterior Cleaning who pressure-cleaned the walls of the library facility, especially on the Main Street entrance side. Ballparks Signs updated the parking lot entrance with lettering to the metal valance for a minimal charge. Signage is being created by Ballparks for the wall at the Main Street entrance and should be installed by the end of this month. Board members commented favorably upon the changes and complimented the improvement of facility appearance and tidiness.

There are challenges with the facility in keeping public restrooms functional and clean. Some vandalism has occurred, and the group discussed possible ways to better monitor the public restrooms. Suggestions included removing the entrance door, but there were privacy concerns. Another suggestion involved locking bathroom doors so that a key had to be issued and returned. RPL was receiving support from local contractor Bill Aldridge. He had provided some support in replacing light fixtures and repairing a water heater by replacing a damaged element. He was in the process of fixing the men's urinal in the public restroom and fixing the community room door, which slams rather than slowly shuts. Unfortunately, Bill unexpectedly passed away last week. It will be difficult to find someone of his caliber and reliability to help RPL with ongoing building issues. The Board suggested more support from City maintenance as a possible solution.

Some new furniture has been purchased with State Aid money to improve the appearance and functionality of the library décor. New chairs, children's tables, book hutch (for Lamplighters' book sale books) and a coffee bar table were purchased from a local business, New River Furniture.

Two flat screen televisions were purchased using State Aid Technology money in effort to continuously promote programs digitally. In the teen area, the larger television will also be used for movies, gaming, etc.

B. Services:

As a new Passport Acceptance Facility, RPL has been processing passports since July. For the month of July, 10 passports were processed. To date, five passport applications have been processed in August.

C. Collections

A new database, Select Reader, was added in June of 2017. This database helps readers track favored genres and authors, set up alerts for new publications and also sign up for Library newsletters. Library Board members, Lamplighters, Library staff and City employees are automatically receiving these updates.

D. **Strategic Plan 2017-2022**

The Strategic Plan has been updated and sent to the Library of Virginia per documents required when receiving State Aid. Board member Grover asked to see the Strategic Plan. It will be shared with all Board members. It continues to be a working document.

VII. **Next Meeting** - proposed Monday, November 6 following Lamplighters Book Sale

VIII. **Other/Misc.**

- A. Board members commented favorably on the parking lot updates. It was suggested that the speedbump could be made for visible by adding yellow paint the more clearly indicates a crosswalk. Teen Liaison Brockway mentioned that she was somewhat nervous using it as people continue to speed and may not be aware that the speedbump is also a pedestrian crosswalk.
- B. Board member Nicely commented that she is curious to see any written comments or feedback associated with Snapshot VA Day which was held in April. This information will be shared with all Board members.