

Board Meeting November 5, 2018

## **Radford Public Library Board Meeting**

Present Board Members: Wilson Rankin, Sonya Nicely, Tommie Bloomer, Claudia Jones, Annyce Levy, Betty Overdorf

Present Library Staff: Elizabeth Sensabaugh

Absent Board Members: Nishant Grover

### **I. Old Business**

- A. August 2018 meeting minutes were reviewed and approved.
- B. The writing of a policy on donations/bequests, per Wilson's suggestion, is in progress. Board members are interested in seeing the policy once completed. The goal date for completion is by February 2019.
- C. Miscellaneous
  - 1. Sonya asked if the Sunday hours had been successful. Elizabeth said that Sundays in the Summer had been well attended and it is our intention to continue being open on Sundays in the Summer as long as we can staff this.
  - 2. Sonya asked how outreach is established. Elizabeth answered that there is not a black and white policy on this in place. Often organizations either reach out to us, or we ask them. In the case of the Montessori school, former Library Technician Aaron Jarrells provided this outreach and Catherine continued it.
  - 3. Sonya asked if the library had considered doing outreach at housing developments. Elizabeth said that she would follow up on this idea with Youth Librarian Catherine Fae.

4. Claudia asked about outreach to the Montessori school and wondered if it should continue being offered as Blacksburg has many resources already. Elizabeth responded that this is a quick outreach, taking about twenty minutes of Catherine's time, as she stops off on her way to work and reads them a story. Catherine and Elizabeth had discussed discontinuing it earlier but visits are scheduled through December.

5. Sonya asked who Catherine Fae is reading to at McHarg. Elizabeth answered that she would get information on the particular class and follow up with the Board with the answer. Sonya commended Catherine for her outreach.

6. Betty asked how many were fed during the Summer Reading Club lunches. Elizabeth answered that she could provide that statistic for her and follow up to the whole Board with this number later.

7. Claudia shared concerns that the Early Literacy Computer Stations in the children's area were distracting for children and parents and interfered with children playing together. She suggested that, in the interest of limiting screen time, the stations be moved elsewhere. Elizabeth responded that she would talk with the IT staff and Youth staff to see if there were other ideal placements. As one computer station was just recently purchased, and because they are popular learning stations (not internet games), changes to location may be difficult as the library does want them to be available to families. Elizabeth said that she would follow up with the Board about this.

## **II. New Business**

A. Welcome Tommie, new Teen Liaison Board member, to her first Board Meeting! Teen attendance in the afternoons has increased. In the month of October, it doubled from 600 last year to 1200 this year. Tommie is our point of contact in representing the teens and what we can do to make the library a safer and more responsive place for them and their needs.

1. Wilson asked how the teens viewed the library and what they wanted to see. Tommie replied that teens like the library and especially like it when food is offered.

- B. A formal policy on Community Service Volunteers including both older teens and adults is being written by Library staff. Board members gave suggestions about volunteers, including a suggestion for community continuity, in selecting who can attend as a volunteer and what types of situations might be problematic for the library and/or patrons. Board member Claudia commented on the safety of her daughter within the library and not having thought about community sentence volunteers and the reason for their placement.
- C. The Tree Lighting Ceremony will be on Tuesday, December 4 from 5 PM to 7:30 PM. Elizabeth told the Board that the Library is actively seeking volunteers and it's also a great opportunity to promote the Lamplighters!
- D. Bibliostat Update  
This measurement for the Library of Virginia must be submitted by November 21, 2018 and includes information about financials, program statistics, circulation statistics and more. Some changes of note include the following:
- Electronic book collection has increased from 292,261 last year to 408,539 this year.
  - Downloadable audio collection has increased from 1,225,133 last year to 1,353,865 this year.
  - Downloadable video collection has increased from 15,414 last year to 73,079 this year with the addition of Kanopy.
  - Patron visits increased from 127,850 last year to 137,082 this year. Being open on Sundays throughout the Summer has certainly contributed to this higher number.
1. Wilson asked about the physical collection and circulations of physical items. This information will be provided to the Board once the Bibliostat project is completed.
- E. Board Updates Review for August, September and October.

1. Wilson wanted to talk about roof access per the September Board Update incident in which a teen accessed the roof and ran around on it. Director Sensabaugh explained that this thankfully seldom happens. The Resource Officer at the school, Officer Beasley, visited the library last week to review the teen space. He had limited concerns about the roof access but had suggestions about many other safety considerations. Board member Sonya remarked that the flat roof and easy roof access were both serious considerations when the facility was built and there weren't options in removing roof access. She also mentioned that it could not be a green roof as it would not hold the weight. Elizabeth shared Catherine Fae's suggestion that we plant a bush near the low end of the roof to deter youth from accessing the roof.

2. Wilson wanted to talk about City weeding/mulching on Library grounds per the October Board Update. He suggested that the library be on a set weeding schedule with the City. Annyce suggested that The Big Event volunteers may be able to help us with the grounds. Elizabeth responded that, in partnership with the City, the Library would pay a landscaping company to help with the property on this occasion. The landscaping company, Back To Nature, is scheduled to mulch the Main Street side of the building on November 20, 2018. The City's Public Works was not able to mulch. This decision was reached between the City Manager, Library Director, Timmy Lytton and Carly Dove.

F. Lamplighters' Quarterly Booksale (11/2-11/4/18)

1. Board member Claudia inquired about the possibility of adding children's books and more non-fiction books to the little book sale that is ongoing at the entrance from the foyer to the library. Her question is prompted by others who have asked her about this. RPL receives few donations of children's books, and those that are received are held for the quarterly book sale. Betty Overdorf offered to contact the Lamplighters about their process and ask them questions about the possibilities. The library staff stock the itty bitty book sale but may not be using all this is available to sale at the small book sale. Answers to the questions will be shared with all Board members as the Lamplighter members, Vicky and Barbara, respond to Betty's questions.

### III. Staffing/Hiring

A. Currently there is a Library Clerk Substitute vacancy for Hannah Long. The ad for the position closes on 11/4/18. Library Technician Aaron Riegel and Elizabeth Sensabaugh will move forward on the hiring process once the ad is closed.

### IV. Budget

A. The Library is on track with the local and state budgets at close to the 33% target for spending.

B. The Lamplighter wish list will be requested by Elizabeth of the Lamplighter Board members in early December. The Lamplighter funding covers programs for all ages.

### V. Programming/Statistics /Services

July 2018 Bibliostat Data	
<i>Totals here include outreach that is not part of SRP and one-on-ones as programs, per bibliostat's definition. Passive programs are excluded.</i>	
Adult Programs	24
Adult Participants	215
Teen Programs	13
Teen Participants	73
Children's Programs - Pre-K (0-5)	9
Children's Participants - Pre-K (0-5)	117
Children's Programs - Pre-K (6-11)	35
Children's Participants - Pre-K (6-11)	475

<b>August 2018 Bibliostat Data</b>	
<i>Totals here include outreach that is not part of SRP and one-on-ones as programs, per bibliostat's definition. Passive programs are excluded.</i>	
Adult Programs	19
Adult Participants	310
Teen Programs	17
Teen Participants	255
Children's Programs - Pre-K (0-5)	13
Children's Participants - Pre-K (0-5)	138
Children's Programs - Pre-K (6-11)	13
Children's Participants - Pre-K (6-11)	157

<b>September 2018 Bibliostat Data</b>	
<i>Totals here include outreach that is not part of SRP and one-on-ones as programs, per bibliostat's definition. Passive programs are excluded.</i>	
Adult Programs	34
Adult Participants	207
Teen Programs	29
Teen Participants	377
Children's Programs - Pre-K (0-5)	22
Children's Participants - Pre-K (0-5)	503
Children's Programs - Pre-K (6-11)	13
Children's Participants - Pre-K (6-11)	171

<b>October 2018 Bibliostat Data</b>	
<i>Totals here include outreach that is not part of SRP and one-on-ones as programs, per bibliostat's definition. Passive programs are excluded.</i>	
Adult Programs	21
Adult Participants	196
Teen Programs	31
Teen Participants	328
Children's Programs - Pre-K (0-5)	26
Children's Participants - Pre-K (0-5)	293
Children's Programs - Pre-K (6-11)	21
Children's Participants - Pre-K (6-11)	144

RPL continues to offer proctoring services and notary services (three notaries public on Staff) as well as passport facility services. Fifty-eight notary contact services were made over the past three months. Thirty-one passports were processed at RPL over July through September 2018. Passport services yields \$35.00 per application, resulting in \$1,085 over three months.

**VI. Other/Misc.**

- RPL is teaming up with Radford University (RU) in November (on 11/13 and 11/14/18) to process passport applications on campus for Radford University students. This arrangement was made as an outreach opportunity with the RU International Education Center department.
  
- The next Library Board meeting will be Monday, February 11, 2019 following the weekend Lamplighter Book Sale. Claudia Jones may be unable to attend as her baby is due near that date.