

Board Meeting Agenda and Notes Monday, November 6, 2017

Present: Board Members Emma Brockway, John Phillips, Wilson Rankin and Lamplighter President Betty Overdorf; Library Director Elizabeth Sensabaugh

Absent: Board Members Annyce Levy, Sonya Nicely and Nishant Grover

- I. Old Business
Board members discussed the options in filling the Vice Chair position and agreed to table the discussion until a later meeting when more Board members would be present.

- II. New Business
Director Elizabeth shared the Babies Into Books (BIB) brochure with the Board members. IT Coordinator Duncan Hall created the brochure to promote library services in partnership with the Woman's Club of Radford. A brochure and a book will be given out to each baby born at Carilion, estimated at 1,000 babies!

- III. Staffing – Staff Development
Staff members voluntarily attended a training on Opioid Overdose and Naloxone Education. The training involved learning how opioid overdoses happen, risk factors for opioid overdoses and how to recognize and respond to opioid overdose emergencies. This training was offered to library staff and to the public in response to the projected number of opioid overdose deaths which have been increasing yearly. The training was offered by Prevention Specialists at New River Valley Community Services (NRVCS). The following staff attended and were certified: Catherine Fae, Claire Broyles, Janet Crenshaw, Kathryn Kelley, Sheena Johnson, Monika Sweet and Elizabeth Sensabaugh.

Full time Librarians Aaron Jarrells and Catherine Fae attended a security training at the South County Library in Roanoke on November 1. The all-day training was delivered by Captain Harry Katt and covered ways library staff could positively impact safety and well-being of staff and patrons.

- IV. FY 2017 Budget –
The FY budget is complete and all known invoices have been paid. The Library Administration line was 546,313 and 97% of this was spent. The State Library Aid total was 145,837 and 99.6% of this was spent. The third line, Public Library Building, was 64,647 and 96.6% was spent.
We are currently in month five for FY 2018 budget and are on target in line item spending. For FY 2018 we are evaluating the meeting room space to possibly purchase new blinds and/or to update the flooring with new carpeting or laminate. Five new tables have been purchased for the meeting room space.

V. Technology –

Duncan Hall, our IT Coordinator, continues to offer programs and one-on-one trainings for the public in helping them use their devices and access library resources. To improve the public library computer users' experience, he has purchased and deployed a new Chromebox by the adult non-fiction section as a test case for a possible new stable and affordable public computing option. Because this new chromebox was successfully received by both the public and staff, two more Chromeboxes have been purchased and should be available.

The public fax/printing machine has been moved from the entrance to the work room. We opted to make this change in effort to save on paper and ink by not having self-service photocopying services. Duncan worked with Virginia Business Systems and the City's IT Director, Mel Kirby.

Duncan continues to update the website and is working closely with the City to have more immediate access to updating calendar and other information. He has newly created a Lamplighters page on the website and is also using the newly purchased Select Reads database as a source to compile and send a weekly newsletter.

VI. Programming for August, September and October 2017

Adult Programs: 43
Participants: 267
6 Adult Outreach
184 Adult Outreach Participants
54 Children's Programs (0-5)
699 Children's Participants (0-5)
0 Children's Outreach (0-5)
0 Children's Outreach Participants (0-5)
36 Children's Programs (6-11)
845 Children's Participants (6-11)
1 Children's Outreach (6-11)
1 Children's Outreach Participant (6-11)
16 Teen Programs
203 Teen Participants
1 Proctoring
59 Notaries
\$900.00 in Passports since beginning as a passport facility on July 1

Upcoming programs include the following:

- Know Your Tech on Thursday, November 9 at 3:00 PM
- Outreach to Belle Heth c/o Catherine on Thursday, November 9
- Dr. Cooper-Bailey Secret LIVE Animal Program on Thursday, November 9 at 6 PM
- Honeysuckle Studio Paint Night for Adults on Monday, November 13 at 6:00 PM

- McHarg Outreach with Catherine Fae on Thursday, November 16
- Tree Lighting Ceremony (prior to City Holiday Parade of Lights) on Tuesday, December 5 at 5 PM
- New York Times Best Selling Author Beth Macy on Wednesday, December 6 at 6:30 PM

VII. Other/Misc.

Next meeting – January TBD