

Board Meeting Notes

Monday, February 11, 2019 at 5:00 PM

Board Members Present: Nishant Grover, Annyce Levy, Sonya Nicely, Tommie Bloomer, and Wilson Rankin

Board Members Absent: Betty Overdorf, Claudia Jones

Library Staff Present: Elizabeth Sensabaugh

I. Old Business

- A. The meeting minutes from November 5, 2018 were reviewed and approved.
- B. RPL plans to continue Sunday hours throughout the Summer seasons as we began in 2018. Staff have weighed in and most have responded that they appreciate the opportunity of additional hours.
- C. Per Board member Nicely's inquiry about outreach at housing developments, Catherine Fae, Youth Librarian, responded with the following insight (edited) about her research and consideration in to this program: *We reach the spectrum of children via RPL services through Storytime, daycare, homeschool programs and schools – including intervention programs for low income/high risk such as McHarg's Preschool Initiative and HeadStart. Visiting individual housing developments for outreach is challenging for multiple reasons: 1. We would need at least 3 staff for safety and implementation as is based on the experiences of other community organizations, such as Giles County's GEEP program. 2. Timing for delivery of services is also an issue. Children over 5 years are in school, where RPL currently serves them. Children under 5 years have specific nap schedules and are difficult to access in private homes. Generally mid-morning would be the ideal time to provide outreach to this age, but RPL staff are already offering daily storytimes at RPL and at daycare outreach services during those times. 3. Weather can provide another barrier. Outreach would need a physical location within each community and may be of better consideration during warmer seasons if community rooms and designated indoor areas aren't available within the housing location.*
- D. Per Board member Jones's question about outreach to Montessori, Catherine has elected to continue this outreach as the contact has been established and the visits are still of value. In November and December, an outreach event was not delivered to the school but the school came to RPL in December for curriculum support and worked with Catherine! Catherine did read to 6 children in January 2019.
- E. Per Board member Overdorf's inquiry about the number of children fed during the Summer Reading Club lunches, the statistics are as follows: *In June 2018 as part of the Summer Reading Club, RPL offered 12 meals and fed 218 people. In July 2018, RPL offered 8 meals and fed 81 people. That's a total of 20 meals and 299 people who ate.*
- F. Per Board member Jones's interest in relocating the Early Literacy Computer Stations, Director Sensabaugh met with Youth Librarian Fae and IT Coordinator Hall. They

discussed the possibilities of other locations. Given network/hotspot requirements, visibility and ease of use, RPL has elected not to move the stations at this time.

II. New Business

- A. A Policy on Library Volunteerism was given to Board members to review. With minimal changes, the Board agreed that the Policy was acceptable.
- B. A Policy on Donations of money and or materials was given to the Board to review. With no suggested changes, the Board agreed that the Policy was acceptable. Board member Nicely suggested that we make this policy visible to patrons by perhaps creating a brochure reflecting points of the donation policy. Board member Levy suggested that forms may increase awareness that people may include bequests in their will for the library.
- C. The Board received monthly updates for November and December of 2018 and January 2019. Board Chair Rankin said the updates were helpful to stay informed of library events between the quarterly Board meetings. Updates will continue.

III. Staffing/Hiring

- A. One Library Clerk Substitute vacancy had previously not been filled. However, library clerks Sheena Johnson and Cassie Slaughter have both tendered their resignations so the library currently has three vacancies. Interviewing for a minimum of one of these positions began in January and at this time one new Library Clerk has been hired.
- B. Staff read and reviewed the Strategic Plan (SP) for FY 2017- FY 2022. The plan is included with accomplishments listed toward SP goals.
- C. Full-time staff members Janet Crenshaw, Duncan Hall, Aaron Riegel, Catherine Fae and Elizabeth Sensabaugh received 2-hours of training regarding Feeding America's agreements and expectations for teen feeding.

IV. Budget

- A. In meetings with City Manager Ridpath and Human Resources Director Diamond, Director Sensabaugh is collaborating to update the Library's Organizational Structure. In the process she is seeking title changes, updated job descriptions and pay increases, particularly for frontline staff.
- B. Preparing the budget for Fiscal Year 2020 is in progress. RPL will be seeking more money for known needs including increased pay for staff and an increased budget for Trane heating/cooling maintenance of the facility.

V. Programming/Statistics/Services

- A. The Board reviewed the program statistics. Board member Nicely commented that she was pleased to see the increase of adult programs.

Bibliostat Data - November 2018	
<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	13
Adult Participants	472
Teen Programs	34
Teen Participants	213
Children's Programs - Pre-K (0-5)	18
Children's Participants - Pre-K (0-5)	182
Children's Programs - Pre-K (6-11)	12
Children's Participants - Pre-K (6-11)	73

Bibliostat Data – December 2018	
<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	13
Adult Participants	468
Teen Programs	22
Teen Participants	137
Children's Programs - Pre-K (0-5)	16
Children's Participants - Pre-K (0-5)	164

Children's Programs - Pre-K (6-11)	7
Children's Participants - Pre-K (6-11)	353

VI. Other/Misc.

- A. Youth Services is pursuing an agreement with Feeding America Southwest Virginia for teen snacks/dinner which will tentatively be beginning in March 2019.
- B. 2020 Census will begin on April 1, 2020. Board Chair Rankin suggested the Library be prepared for support and involvement.
- C. Board Chair Rankin shared his idea with the Board to donate money or supplies/equipment for a Augmented Reality Sandbox, an interactive learning tool that displays topographical results.
- D. A *Read-a-Thon* Library Program is scheduled from 1:00-4:00 PM on March 29, 2019. If Board members are interested in being a reader, please let Director Sensabaugh know!
- E. The next Board meeting is set for Monday, May 6, 2019 at 5:00 PM.