

Library Board of Trustees Quarterly Meeting Minutes
Held on July 11, 2022 at 5:30 pm

MEMBERS PRESENT

Mary Morrison Dixon, Robert Hughes, Chair Kearney Long, Latonya Nixon-Vines, Ann Walters, and Joann Williford.

TOWN REPRESENTATIVES PRESENT

Library Director, Angie Bates
Town Manager, David Hodgkins

CALL TO ORDER

Long called the meeting to order at 5:30 pm.

CORRECTIONS/APPROVAL OF MEETING MINUTES

No corrections were noted. Williford made a motion to accept the Board's meeting minutes from April 11, 2022, and Hughes made a second to that motion. Approved unanimously.

ITEMS FOR INFORMATION

Library Director Report: Bates went over each point of the Library Director's Report, which included:

1. An update on pride month and the diversity statement.
2. Reported on a fundraising event the Friends of the Library were planning for October called Books and Brews. Also, on the silent auction the Friends planned to have at February event. Bates asked about some painting that had previously hung in the children's department painted by Claire Flannagan. After much discussion, it was decided that one or more of the board members would contact Anne Beckman, the mother of one of the paint's subjects and ask if she would like the painting. The Flannagan family would be asked about the other two paintings.
3. Bates commented on the carpet cleaning that was performed on June 30 in the auditorium and the play and learn area. The results were favorable. Bates also mentioned she would ask the town for 2 more regular trash cans to help with the trash from after-hours events. She announced that 2 yard waste can had been provided by the town to be used by the volunteer landscape group.
4. Presentation of library usage statistics for the whole year of FY 2021-22 noted that the overall number of visitors to the library was steadily increasing each quarter and that circulation and program attendance numbers were also steady throughout the year.
5. Bates announced that Summer Reading was going very well. 33 children had already completed their first reading log after only 3 weeks. Attendance at the first two special Monday programs had totaled 170 children and parents.
6. A retirement reception for Connie Widney was scheduled for July 13 from 4-6pm. Connie served Farmville Public Library for over 11 years.

Strategic Plan process:

Bates reported that she had had her first phone meeting with Karen Dash, the consultant hired to assist with the strategic planning process. A timeline for the project had been agreed upon and Karen had sent the first draft of the community survey for Library review. Per her timeline, the final survey should be ready for release mid-August and Karen suggested it be open for 6-8 weeks for the maximum number of responses possible.

ITEM FOR DISCUSSION

Focus Group Members:

Bates presented her plan for the number and make-up of the focus groups and asked the members for their approval. She explained that Dash suggested the Library personally invite several people to each of the focus groups as well as opening them up to anyone from the public interested in attending. Bates asked the Board for suggestions of people to invite to each focus group.

Method of Survey Administration:

Bates explained during her meeting with Karen Dash, Dash gave several suggestions for the best methods of distributing the survey to the public. She also cautioned that 5%-10% return on responses was a very good return. Bates asked the Board members if they still felt a bulk mailing of the survey to the whole of Farmville was still needed, as was previously discussed. The Board unanimously believed that a bulk mailing was the best way to reach people who do not currently use the library. The Board asked if we could obtain a list of addresses of utility customers for the mailing since there is no longer a newsletter mailed with the utility bills . . . and most of the bills are no longer even mailed.

Review of Initial Survey Questions:

The Board discussed the questions on the survey recommending changes and additional questions. Bates said she would finalize the new survey with the changes and return them to Dash by the end of the week.

ADDITIONAL ITEMS

There were no additional items added for discussion by members of the Board.

ANNOUNCEMENTS / NEXT MEETING

The next meeting will occur on Monday, October 10, at 5:30 pm.

ADJOURNMENT

With no further business to be discussed, Williford made a motion to adjourn, and Hughes seconded the motion. Approved unanimously, meeting adjourned at 6:39 pm.