

**Library Board of Trustees Quarterly Meeting Minutes  
Held on October 10, 2022 at 5:30 pm**

**MEMBERS PRESENT**

Mary Morrison Dixon, Latonya Nixon-Vines, Ann Walters, and Joann Williford.

**TOWN REPRESENTATIVES PRESENT**

Library Director, Angie Bates

Town Manager, David Hodgkins

**CALL TO ORDER**

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

**CORRECTIONS/APPROVAL OF MEETING MINUTES**

No corrections were noted. Walters made a motion to accept the Board's meeting minutes from July 11, 2022, and Williford 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. Friends of Farmville Public Library had their annual general meeting, October 4<sup>th</sup>, where they approved the 2023 budget and announced their Wine & Chocolate fundraiser which will be held on Saturday, February 18<sup>th</sup> (time to be announced). They will hold a silent auction at the event and may have some live music.
2. Bates announced that WNCT Channel 9 daytime lifestyle host of *Hello ENC!*, Meghan Mamlock, asked the library to participate in a monthly 5 minute book talk for her viewers. The first taping will be on Wednesday, October 19<sup>th</sup> to be aired in November. Angie will feature 2 adult books and Heather will feature 2 children/YA books. Mamlock said that the Library could also promote any upcoming programs at the taping as well.
3. Presentation of library usage statistics for the first quarter of FY22-23 and noted that the overall number of visitors to the library was up from last year and that summer reading had been a huge success in terms of attendance numbers as well as continued circulation.
4. Bates gave a update on the PA system installation in the auditorium. Harry Pair of Pair Sound Systems had been contracted and had order the needed supplies. He believes the work will begin the end of October or first of November and will be done in 2 stages taking about 2 weeks to complete.
5. As a follow-up to a discussion in July about the paintings of Claire Flanagan, Bates stated that Ann Beckman did wish to have the portrait of Mary Beckman. Bates will deliver it to her when she delivers books to her as part of Homebound Outreach program. Bates also stated that she and Heather Harden had spoken with Jerry Flanagan and asked who should be contacted to get the family's wishes for the other paintings. He said he could speak for the family and the family would be fine with selling the painting at the auction if it would benefit the library.

### **Strategic Plan process:**

Bates reported that the community survey was closed on September 30<sup>th</sup> with very high participation. The library received 1433 total survey responses and of those, 1255 people gave either their name, email or phone number (or combination of those). This gives the library more contacts for newsletter and other promotions. She also stated that she has prepared a letter offering these people on “opt out” of receiving further emails from the Library.

Bates and Karen Dash, consultant, has a short phone call that gave some initial trends in the results of the focus groups and survey results. Some of the trends were:

- People would like more programming, but don’t see how staff could do more than they already are
- Cleanliness of the auditorium carpet and bathrooms was mentioned
- Safety of the library – Bates wondered if that was just because of the recent incident that had taken place in the adult computer area days before the focus groups were held
- Desire for live music programming
  - Mr. Hodgkins mentioned that that might be an overlap of some other groups in Farmville – namely the May Museum and the Arts Council. Dixon, Williford, and Walters agreed.

### **ITEM FOR DISCUSSION**

#### **Re-Examination of Closing Hours:**

Bates presented the visitation data gathered from January through September and highlighted the average line on the graph depicting a short drop-off of visitation after 5pm. She also noted that there does not appear to be a night of the week that patrons favor with their evening. She asked that the Board consider closing the library at 6pm Monday through Friday, but still have regular evening adult and occasional youth programming.

After discussion, Walters moved that the library would close at 6pm Monday-Friday. Nixon-Vines seconded the motion. It was unanimously approved. Mr. Hodgkins and the Board members agreed to begin the new hours on Monday, November 7<sup>th</sup>. Bates said she would begin promoting the new hours on the website, Facebook, newsletters, etc. She said there would also be mention of the new hours on a flyer included in the trick-or-treat bags.

#### **Priorities for Nonrecurring State Funds:**

Bates explained how the \$38,130 from the State Library could be spent and gave a list of the things she had thought to spend the money on in no particular order. She asked the Board to help prioritize the list and asked if there were other things not on the list that should be considered.

After discussion, Williford moved that the list of items should be prioritized as presented and Dixon seconded the motion. The Board agreed that pursuing the replacement of the carpet in the auditorium was a high priority. (It had been mentioned in the trends of the survey and focus groups and had been noticed and commented upon by many patrons/commissioners). Mr. Hodgkins gave the names of two local businesses for Bates to consider for the work.

### **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, January 9, at 5:30 pm.

**ADJOURNMENT**

With no further business to be discussed, Dixon made a motion to adjourn, and Nixon-Vines seconded the motion. Approved unanimously, meeting adjourned at 6:14 pm.