

Minutes

Library Board of Trustees
Regular Meeting – November 16th, 2023
(Approved Copy)

J. Robert Jamerson Memorial Library
157 Main Street
Appomattox, VA 24522
(434) 352-5340

Members Present

Evelyn Ford – Chairperson
Brandon Barney – Vice Chairperson
Susan Williams
Hope Adams
Madeline Abbitt

Library Staff Present

Katharine Bloodworth – Interim Director

Others Present

2

Call to Order

Evelyn Ford called the October 19th's Library Board meeting to order at 4:00pm.

Acceptance of previous minutes**October 2023 Minutes**

Katharine Bloodworth provided an emailed copy, and a hard copy of the October 2023 Library Board Minutes for review.

Susan Williams made a motion to accept the October 2023 minutes as they are. The motion was seconded by Brandon Barney

The Vote is as follows:

Evelyn Ford – aye
Brandon Barney – aye
Susan Williams – Aye
Hope Adams – Aye
Madeline Abbitt - Aye

Evelyn Ford stated that the vote carried and the October 2023 minutes are accepted.

State Aid Budget Meeting Minutes

Katharine Bloodworth provided an emailed and physical copy of the November 2023 State Aid Budget Meeting Minutes for review.

Hope Adams made the motion to accept the November 2023 State Aid Budget Minutes as they are. The motion was seconded by Susan Williams.

The Vote is as follow:

Evelyn Ford – aye

Brandon Barney – abstained as he was not in attendance
Susan Williams – Aye
Hope Adams – Aye
Madeline Abbitt – Aye

Evelyn Ford stated that the vote carried for the November 2023 State Aid Budget Meeting.

Report of the Librarian

Katharine Bloodworth gave a brief update on new Library events, and the increase in outreach programming.

Katharine Bloodworth stated that due to the busy time of year she has not pursued placing any other job listings for the Director’s position since the middle of October.

Financial Report

Katharine Bloodworth provided the Library Board with a copy the Library’s as-current-as-possible Financial report as generated through a spreadsheet that she updates when the Library turns in income from library services, donations, and other sources of “income” and updated expenditures from the County and Library generated bills.

Committee Reports

Hiring Committee – Susan Williams and Hope Adams

Susan Williams stated there was now a second eligible candidate for the vacant Director’s position. This candidate would be starting in January of 2023 to earn a Master Degree in Library Science, but already holds a Masters and Bachelors degree. She informed the Library Board that during the State Aid meeting it was her understanding that a portion of the Library of Virginia’s State Aid could be used toward “fellowship”. This means that the Library Board could vote to pay a portion, if not all, of the candidate’s tuition fee toward getting a Master’s Degree in Library Science. After some discussion it was agreed upon by the Library Board that the hiring committee should do the initial round of interviews, and if both or either candidate was suitable for the position that the Library Board as a whole would conduct the final interview(s).

Susan Williams made a motion to move forward with the Hiring Committee to proceed in the process of doing the first interviews, with the Library Board conducting the final interview(s). This Motion was seconded by Brandon Barney.

The Vote is as follows:

Evelyn Ford – aye
Brandon Barney – aye
Susan Williams – Aye
Hope Adams – Aye
Madeline Abbitt – Aye

Evelyn Ford stated that the vote carried to proceed with conducting interviews for the position of the Library Director.

Policy Manual Committee – Evelyn Ford and Brandon Barney

Brandon Barney stated that in order to proceed with the revamping of the J Robert Jamerson Memorial’s Policy Manual that he need access to a non-locked copy instead of the “read only” PDF format that the Library Board has. He has requested that Katharine Bloodworth send him an unencumbered copy. She has agreed to email by the following business day the requested copy.

Unfinished business

The lack of, and possible need of Citizen Comments before Library Board meetings was addressed. After some discussion the Library Board members agreed upon having a Citizen Comments portion four times a year during regular meetings. The Board doesn't meet monthly, but normally every other month during the year, unless otherwise voted upon. A motion was made by Hope Adams that the Library Board have a Citizen Comment period before the January, May, September, and November Library Board meetings starting in January of 2024. Ten (10) citizens may sign up and speak for three (3) minutes each, before the start of the above-mentioned meeting months. This motion was seconded by Brandon Barney.

The Vote is as follows:

Evelyn Ford – aye
Brandon Barney – aye
Susan Williams – Aye
Hope Adams – Aye
Madeline Abbitt – Aye

New Business

Katharine Bloodworth stated that the Library is currently accepting applications for the unfulfilled part-time Library Assistance position, and would be conducting interviews after the Thanksgiving holiday. If the Library was still short staffed going into December she may need to address cutting some Library hours for Tuesdays, and Wednesdays by two hours per night, but this is a last resort and temporary measure only.

Katharine also touched on upcoming Christmas events being hosted by local businesses, Town and County entities, and the need to finish the holiday decorations to the building, inside and out.

Adjournment of the Meeting – 4:30pm

Susan Williams made the motion to adjourn the meeting, and seconded by Hope Adams.

The Vote is as follows:

Evelyn Ford – aye
Brandon Barney – aye
Susan Williams – Aye
Hope Adams – Aye
Madeline Abbitt – Aye

Evelyn Ford stated that the vote carried and the meeting was adjourned.

The next Library Board meeting will take place on December 21st, at 4:00pm in the conference room of the J. Robert Jamerson Memorial Library, located at 157 Main Street, Appomattox, VA.

Minutes taken by Katharine Bloodworth