

Board of Trustees of Charlotte County Library

Board Meeting Minutes

February 8, 2024

The Board of Trustees of the Charlotte County Library met on Wednesday, February 8, 2024 at 3:45 in the Bruce Building. Present were Eleanor Williams (Chair), Martha Brogdon, Ree Cathey, Jean Elliott, Teresa Osborne, Barbara Hamlett, Winnie Morris, and Maggie Allbee (Librarian).

The minutes from the prior meeting were approved.

The financial report did not include the credit card statement, as Maggie has not received it yet. As a substitute, she brought the credit card receipts to the meeting to read through them. Also, we still do not owe Dominion Power for the Bruce Building's electric services for the month, because we overpaid them in previous months. As the post office is still slow to mail the county's checks, Norma Tuck has asked Maggie to leave the full amount the Granite phone bills listed on the monthly bills statement – it makes things easier on her end. We are not being double charged for these bills.

The board asked Maggie to reduce the amount of money spent on Zachary McKinney Technology by 50% so some of the money can be put back into the book budget. Maggie will prepare a report on what a 50% reduction would look like.

Maggie included some new stats on the monthly report: number of items cataloged (ie, added to the library collection) and number of items deleted from the collection. Maggie explained the grand total for weeded books is now up to 4,200, most of them being weeded from Main in January. She said this month's circulation for adult books at Main are the highest since July. Maggie explained that circulation statistics typically go up after weeding takes place. We also had a patron use Universal Class via our Libby app, so that statistic was included on the monthly statistics report. Universal Class is a collection of online classes patrons can take for free, courtesy of the Library of Virginia.

There was not much to discuss on the historical statistics, as it is a new calendar year, although Maggie mentioned that library visits and computer use at libraries is down across the country.

The financial and statistical reports were approved.

The Keysville Branch is fully operational – no repairs or light bulbs needed! Ree gave an overview of the successful Friends meeting at Keysville Branch Library on January 23rd. Lots of new faces showed up to take on the revitalization of the Charlotte County Public Library

Friends. Maggie added that weeding has begun at Keysville, and although it doesn't look like much yet, it will soon have much more space.

All is well at the Phenix Branch, and we are excited about the new town sign on Main Street. Ann has already been given permission to put a message on the sign to draw patrons to the library. She will also be asking about the mural again soon. A brief discussion was had about Ann's idea to have an Open House event so the community is more aware of the Phenix Branch Library. Maggie and the board loved this idea, and library staff will get to work on it very soon. The shelf has been repaired, and new bulbs were installed, too.

Wylliesburg Branch Library should no longer have a mouse issue. Maggie bought some mouse bait traps which should do the trick. Maggie told the board about a funny morning had by Crystal Vaughan. When she opened Wylliesburg Library one morning recently, a stray cat was inside! We do not know how it got in, but it didn't do any damage to the library, so all is well. Unfortunately, it didn't kill any mice, either. Crystal shooed it out. We suspect it came up through the floor heating register, from beneath the building. The hole in the crawl space access door is still there.

The Main Branch's Hoy Building has almost been completely weeded. Many collections have been moved around, and Maggie encouraged the board to go next door and look at the new layout. Maggie will ask County Maintenance to build two new shelves in one bookcase where they are needed. At the Bruce building, all the decorative items from the top of the bookcase have been removed. Weeding of the children's section has begun.

Little Bruce has been cleaned and is ready to paint. Maggie met with the painter who will be painting the inside of Little Bruce. He had some questions for the board. A discussion was held to select paint colors (one for the shelves and trim, and a different one for the walls) and finishes (satin for the shelves and trim, eggshell for the walls). The board also decided the upstairs does not need to be painted at this time.

Maggie is caught up on patron requests, except for DVDs. She also asked other library directors around the state if they had any unwanted book club sets. She got a huge response – around 50 sets of book club books will be donated (shipping reimbursed) from around the state. Bedford Public Library has around 40 sets of books to donate!

A lot of cleaning up and cleaning out of the Hoy and Bruce Buildings is taking place. Staff found and sold three boxes of floppy disks for \$100 to a company in California that buys unused disks.

Maggie is working on scheduling Rodney Stotts, a falconer who lives in Charlotte Court House, for an event in the garden in the spring. The Friends have generously offered to pay for the program. Library staff will also do a passive program called "Blind Date with a Book".

Maggie is also working on gathering unwanted book club sets from libraries around the state. These are sets of paperbacks, which are used for book club programs, but are no longer wanted by the owning library. There has been quite a response – over 50 sets are being donated to us.

The Friends of the Library are getting re-started, and Maggie is planning on meeting with them soon to discuss programs and fundraising.

Our subscription to the SAM software ended in October, and we now have new software installed to keep personal information off public computers. SAM cost about \$3,800 but this new software (Deep Freeze) cost around \$950.

Maggie is working on the budget for FY25, due near the end of the month.

The next meeting was scheduled for Wednesday, March 6th, 2024 at 3:45 in the Bruce Building. The meeting was adjourned.