

Culpeper County Library Board Minutes

7 p.m. Wednesday, January 10, 2024

Library Meeting Room, 271 Southgate Shopping Ctr., Culpeper, VA 22701

Present: Deb Craggs, Ray Finefrock, Jack Garber, Dave Durr, Kim Jebson, Marty Moon, Jack Schupp Absent: Alison Howard

Others - Director: Bryan McCormick

1. Call to order: 7 p.m.
 - a. New Library board Member: Kim Jebson
2. The December minutes were approved unanimously on a motion by Jack Garber and a second by Marty Moon.
3. New Business:
 - a. Bryan highlighted the Annual Report and commented that the Interlibrary Loan System was not an automated process in Virginia but hopes it may be implemented regionally in the future. He noted that programming is good and public use of computers is strong.
 - b. Regarding the budget, Bryan noted the addition of 7K for the purchase of computers and he is also looking at different apps to see what is currently being used. In addition, he is proposing the library will now be open an additional 6 hours, staying open until 8 pm on Monday – Thursday. Marty moved to approve the Budget, with a second by Ray.
 - c. The list of Board Meeting dates for 2024 were presented. Noted was the change in meeting date for April. It will be April 10th in order to allow Bryan to attend a library conference. July and August dates are on the list with the understanding that if there is no pressing need, those 2 meetings may be cancelled.
 - d. Library By-laws state that officers will be elected in June. There was a discussion to change this to January since that is when new board members are added to the Board. This will have to be advertised before action can be taken. More details in Director’s Memorandum attached.
4. Announcements:
 - a. Bryan announced that Carole Granger’s last day was the Friday prior to the meeting, though she is still considered part time. Bryan will be conducting 4 interviews next Wednesday to replace Carole. The library has 2 new employees, Claudia Vasquez, who is fluent in Spanish, and Suzanne Simmons.

5. Discussion Items:

- a. Director's Report: See attached.
- b. Statistics: See attached.
- c. Current Events in Public Libraries.

The library will be following Culpeper County's closure policy for inclement weather. Bryan discussed that he is looking at several vendors to rebuild the library website, with the intention of updating, refreshing and rebranding the library (new logo). He will request that the Library Foundation Board allow the use of funds in the amount of approximately 23K that were allocated previously for this purpose and had gone unused.

The library will host a Lego event on January 27th.

Bryan has met with county Architect Dex Sanders and Director of Environmental Services, Paul Howard regarding adding solar shades to the back patio. Also discussed possible renovations to the Youth Services and Teen areas and maybe a STEM area added in the back of the library. Also the addition of a hearing Loop and updated carpet in the meeting room is planned as well.

A future plan may include updating to Radio Frequency ID Tags on the books and install a Sorter Automation System to organize the returned book. Down the road – possible renovation of the circulation area and possible library branch location at Clevenger's Corner.

Bryan applied and was chosen as one of 30 librarians by the Library of Virginia to participate in a 3 day virtual training about the future planning of libraries on February 6-8.

6. Adjournment:

A motion for adjournment was made at 7:55 pm by Jack Schupp and was seconded by Kim Jebson