

Botetourt County Library Board of Trustees
Minutes February 8, 2023
Public Meeting -- 2:00 -- Greenfield

Present: Chris Becke, Steve Clinton, Mary Lynne Leffel, Julie Phillips, Brandi Porter, and Marlene Preston

Unable to Attend: Julia Patterson,

Call to order: 12:00

Minutes: Previous minutes were approved electronically and posted on the Library website: <https://www.botetourtva.gov/AgendaCenter/Library-Board-of-Trustees-2>

Public Comment – None

Reconsideration Policy – Julie Phillips

Julie led a discussion of the reconsideration policy, including its language and intent. Trustees considered the appeals process, media involvement, and assistance for patrons who are completing the forms. Attached to the reconsideration form is the Library Bill of Rights, the Collection Development Policy, and the Freedom to Read statement. These documents allow for clarification, patron education, and further discussion between patrons and library staff.

Because materials checked out online might belong to another library in the consortium, ownership of an item being reviewed might be determined before the reconsideration process is begun.

Foundation/fundraising – Julie Phillips

Julie shared Julia Patterson’s report related to the Botetourt Education Foundation. Suggestions included fining a local community foundation to piggyback on and avoiding any direct responsibility for the foundation by the library director.

In 2019 a consultant from the Library of Virginia made some suggestions regarding a foundation for the Botetourt system. (See Julie’s Update, Attachment 1.)

Brandi Porter had also done some research related to foundations and shared an article with the group. (See Attachment 2.)

Further discussion included the following:

- A foundation might focus on discretionary funds or support for capital projects.
- Normally donations go to the Friends, but Friends may have different goals. Friends groups could contribute to the foundation if they desire to.
- A foundation adds credibility for grant applications
- The County can set up a separate fund for the Library as they have done with Historic Greenfield as an alternative to a foundation that would receive funds from donors.

- Non-profit status would require an MOU between foundation and library for use of funds, access, etc.
- To establish a foundation, we might rely on someone who already knows how to set up the funding and do the paperwork.
- Is there a reason not to?
- A motion was made and seconded; the Board voted unanimously to work toward the development of a foundation.

Community Survey --Julie Phillips

The Community Survey should be finished next week and will go out to the public. (After the meeting Julie sent a draft to the Trustees.)

Director’s Update – Julie Phillips

Julie sent a list of updates to Trustees. (See Attachment 1.)

Potential Board Training Topics -- Marlene Preston

Marlene briefly noted the opportunities for the Board to build their knowledge of library strategies and policies. Rather than taking on new topics, the Board will spend some time exploring issues related to the development of a foundation.

Adjournment – 1:20

**Next Meeting – Buchanan
March 22, 2023 at noon**

Attachment 1: Director’s Update -- Julie Phillips

Foundation/fundraising

Progress on the library's foundation to date:

- LVA consultant Kim Armentrout visited October 2019 to discuss library foundations. County attorneys reviewed in August 2021. Phillips contacted multiple libraries and other organizations for input at intervals throughout the past 3 years.
- General observations
 - Foundation is easy to set up, and customizable with directors in various roles or with weighted votes
 - Recommended to have an existing base of large donors before setting up

- Foundations include community involvement, and thus can bring some of the conflict familiar in other community groups - depending on the people
- Can have an MOU between library and foundation to guide spending, how funds are used, etc.
- Recommend someone with financial expertise to manage the bookkeeping
- Need an attorney to set up and handle any issues going forward
- Foundations often deal with capital projects, while Friends focus on smaller projects (like programming)
- Possible alternatives to a foundation:
 - Separate County fund (like for Historic Greenfield) - downside is that it requires County staff (Treasurer, Finance) to manage and they're already beyond capacity
 - Piggyback on existing community foundations - fund within another foundation that then passes monies on to the library (MOU) - downside is trying to find a partner whose mission matches etc.

Facilities/Capital Projects

- Buchanan Library renovation
 - In December, the Board of Supervisors approved a \$200,240 architectural design contract to Enteros Design. This phase should take about 8-9 months to complete (projected completion in September). Enteros has started work on the project.
 - \$2.5 million for the full renovation was requested in the FY24 CIP. The request was deferred to FY25 by the Budget Task Force, but placed in a list of FY24 priority items to consider for possible inclusion with other projects that are being refinanced.
 - Façade improvements prior to the full renovation are still under discussion with design firm Enteros. The Friends of the Library do not plan to support the project, so other community funding would be necessary to complete it. Most conservative estimate is in the \$10,000-15,000 range, excluding signage.
 - Through Julia Patterson's encouragement, a generous donor delivered a \$500 check toward the renovation project.
- Fincastle Library improvements
 - The display case inside the front doors has been removed and that part of the project is nearly complete. This removes a security issue - a blind spot that prevented staff from seeing patrons as they entered the building.
 - Due to a number of unforeseen circumstances and obstacles, the paint, carpet, and interior redesign "mini-renovation" has been postponed, with a target date of December 2023.

Libraries - miscellaneous

- Hearing loops available at every branch's front desk, allowing people with hearing devices to receive sound directly while filtering out background noise, for a clearer

experience. Provided at no cost from the Library of Virginia via grant funding. Follows training all staff received in September for Deaf Awareness Month.

- New online forms:
 - Volunteer application
 - Interlibrary loan request - items not available in consortium
 - Get Recommendations request (what to read, watch, listen to next)
- Most library staff attended VDH trainings to administer naloxone (Narcan), an opioid overdose treatment. This is a common training in public libraries across the U.S. to respond promptly in the event of potentially-fatal overdoses on library property. Opioid overdoses are a concern locally.
- Botetourt County switched over to a new phone system, RingCentral, which works on both desktop phones and apps on any mobile device. Patrons should not notice a difference, but it's helpful to staff (particularly managers) to be able to manage calls when working remotely or away from buildings/front desk.
- The new online catalog - OCLC Wise - has been received well by patrons overall, despite glitches. We continue to see some issues with logins and are working through them. Most issues are user error, but some appear to be system glitches.
- The mobile app launch has been delayed due to prioritizing more urgent projects for the RVL team, but should launch sometime this month.
- RVL directors will consider a \$20,000 quote to add Joomla to Wise, facilitating a customizable website around the OPAC product. Pending available funding from all localities (and the next director meeting in March) so TBD.
- Libraries have posted 2 vacant part-time positions (Eagle Rock and Buchanan) and one full-time position (Blue Ridge - Youth Services Coordinator).

Library events - highlights

- Mill Mountain Theatre introduced children to acting and "Where the Wild Things Are."
- Branches rotated two exhibits from the Library of Virginia: Strong Men & Women in VA History and Virginia's Constitutions.
- Jon Lanford, Assistant County Administrator, led a discussion and history of the Fincastle Courthouse.
- The Better Business Bureau presented workshops on scams affecting older adults.
- Safety-related programs include: Stop the Bleed; Fire Safety for Kids; and Senior Safety Education Day.
- In concern with a statewide celebration of the upcoming Revolutionary War 250th anniversary celebration, the "American Revolution: Featuring American Girl Felicity Merriman (1774)" event introduces kids to a popular book character and activities to learn more about the Revolutionary War.
- Libraries has been hosting social activities from Parks & Recreation, including Card Games, Puzzle Club and Scrabble Club. Anyone can attend, but the target audience is seniors who are often isolated during cold winter months.
- February's Beanstack reading challenge encourages participants to engage in birdwatching as well as reading.

- Upcoming programs include Bird Watching for Beginner workshops and promotion of Birding Backpack kits.
- Yoga for Beginners continues at the Eagle Rock Library, and additional fitness classes are in the works for other branches.
- Blind Date with a Book at all branches through Valentine's Day
- Pete Burris, local actor in TV shows/plays/movies, will present an acting workshop series for teens at the Buchanan library.
- Other upcoming programs: T-Rex Tea Party; Forever Fit; Adopt a Pet from RCACP; Computer Basics series
- Summer Learning Challenge will have a "Find Your Place in Time and Space" space theme

Attachment 2: Resources Finances/Foundation

Library of Virginia –

CAPITAL CAMPAIGNS 101: LIBRARY EDITION

Wednesday, March 1, 2023 • 10AM -12PM • Online

Registration –

https://thecne-org.zoom.us/meeting/register/tJ0odeCprD8jE9KHISBYw2BHUVII8G_wghle

American Library Association –

“Establishing a Library Foundation: Planning, Persistence, Progress”

<https://www.ala.org/united/sites/ala.org.united/files/content/foundations/orgtools/library-foundation.pdf>