

Botetourt County Library Board of Trustees
Minutes May 18, 2022
Public Meeting - 2:00-3:00 pm
Greenfield

Present: Mary Lynne Leffel, Julie Phillips, Julia Patterson, Rob Poyner, Marlene Preston

Unable to attend: Steve Clinton, Barbara Hawkins

Call to order: 2:10

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

Policies – Marlene Preston

Marlene led a discussion of topics offered in a seminar hosted by the American Library Association. (Handout attached) The trustees discussed several policies that should be reviewed routinely so that trustees are not only familiar with policies but also ready to propose revisions as necessary. Highlights of that discussion follow:

- Book Banning – While this movement seems targeted most to public schools, public libraries can also be approached by citizens who advocate for the removal of certain books. All policies related to book selection and book challenges are in place and are available. Julie will post a note to that effect on the library site.
- Public Comment – Trustees considered the need for a policy or statement about the opportunity for public comment and the framework for that comment. Julie will post a note on the website asking citizens of Botetourt County to contact Julie 24 hours before a meeting if they wish to comment; speakers will have 3 minutes and should limit their comments to library operations. While the meeting agenda will not afford time for discussion with the speaker, the Board will follow up with the speaker by email after the meeting. An update to the bylaws will be considered later.
- Meeting Room Charges – Trustees discussed the current charges for use of the meeting room and were unanimous in their request that Julie propose a new framework to the Board of Supervisors: no charge for non-profit groups; no change in the charge for others.
- Contacting trustees – So that trustees can be responsive to patrons, Julie will set up online form that can be distributed to the whole board or to an individual trustee as the patron wishes.

Director's Update – Julie Phillips

Julie updated the Board regarding the programming opportunities and personnel changes:

- Summer Learning Challenge
 - Kickoff – Troutville Elementary 6:30 Friday
 - Full schedule available on the website

- Staff members are helping patrons complete the County’s comprehensive plan survey,
- Spanish language VOX books (book and audio) have been added for children (maximum checkout of 10).
- Inventory is complete at Blue Ridge and Buchanan branches; other two branches to follow.
- Staffing –
 - Jaime Duval will transfer to Blue Ridge as Manager, Ellen Cowell will serve as interim Blue Ridge Manager, and Interviewing for Eagle Rock Manager begins next week.
 - One Buchanan employee, Heather Shotwell, is transferring to the vacancy at Eagle Rock, and another Buchanan employee, Gina Wiese, will be leaving to attend grad school. Applications are being reviewed for those positions.
 - Don Horner, courier, has announced his retirement at the end of June. Interviews will be conducted soon.
- Buchanan renovation – The architect is finishing design work, and the price will be \$2-3 million for 9000 sq ft library (still with limited parking). Updates would include plumbing, and electrical; the second floor needs to be reinforced and stabilized. For now, the project is paused while staff explore available options and funding.

Adjournment: 3:00 pm

Next Meeting:
June Meeting – canceled
July 13 Meeting – 2:00 location TBA

Library Policies Handout – May 2022

United Against Book Bans – United for Libraries

- Current status of this problem
- Involvement and Preparedness
- Resources --
 - <https://www.ala.org/united/advocacy/challenges>
 - Toolkit -- <https://uniteagainstbookbans.org/toolkit/>

Knowing/Developing/Reviewing/Sharing Policies – As “frontline advocates,” trustees may be first line of contact. See

https://www.ala.org/united/sites/ala.org.united/files/content/IF/materials_challenges_key_library_policies_to_review_and_revise_united_for_libraries.pdf

- Collection Development
- Materials Challenge
- Patron Behavior*
- Privacy
- Circulation/Access – Library Card* and Internet Access*
- Security
- Public Meeting/Public Comment Policy
- Board Bylaws
 - Behavior
 - Removal
 - Ethics
 - Roles and duties
- Crisis communication and spokesperson (The “face” of the library}
- Social media policy

**Currently on library website*

Public Comment Policy –

1. Residence in the county?
2. Time limit?
3. Topic? Comments relevant to library business?
4. Trustee response?

Contacts – Refresher on use of library email?

- “Official” email – FOIA requests
- Trustee access