

MINUTES
Botetourt County Library Board of Trustees
July 13, 2022
Botetourt Administration Center at Greenfield, Room 229
57 S Center Dr
Daleville, VA 24083
2:00pm (Public Meeting)

Present (in-person): Rob Poyner, Julie Phillips, Barbara Hawkins, Steve Clinton

Present (virtual): Julia Patterson, Marlene Preston

Unable to attend: Mary Lynne Leffel

Call to order: 2:02

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

Public comment period: none

Public comment policy/bylaws (Poyner on behalf of Preston)

- Reviewed the Public Comment Policy. Vote taken to adopt – unanimous affirmative.
- Discussion of bylaws change Section 4.B regarding public comment policy
- Clinton asked about the “mechanism for follow-up.” Preston clarified that it refers to following up with particular speakers later on, as needed, without losing meeting time by responding to the speaker.
- Clinton asked if comments can be made in-person or by phone as well? Agreed that it would make public comment more accessible to allow call-ins.
- All members agreed to add a clarification to the policy that allows for call-ins as well as in-person speakers.
- Discussion of bylaws Article VI, Section 1, A – Preston suggested revising the bylaws to allow more flexibility since bylaws currently list monthly meetings and it’s helpful if the group can occasionally deviate from the monthly schedule (e.g., cancel meetings)
- Patterson suggested setting a minimum, such as 8 meetings per year
- Preston will draft changes for discussion at the next Board meeting

Director’s update (Phillips)

Staffing update

- Courier Don Horner retired mid-June, new courier is Monty Tucker
- Jaime Duval will transfer to the Blue Ridge branch on August 1.
- The Eagle Rock branch will have a new Team Leader who will serve as acting manager while we continue our search for a permanent branch manager. We expect the new hire to arrive on August 1 (announcement pending background/reference checks).

- Rachel McEldowney starts as part-time Library Assistant at the Buchanan Library on Tuesday, July 19th. She replaces Gina Wiese, who will leave after July 30th to attend library school out of state. The Buchanan Library has one remaining part-time vacancy.
- Libraries have had multiple staff absences this summer for a wide variety of reasons, so scheduling has been a constant challenge but so far all service hours and programs have been maintained.

Upcoming event highlights

- StarLab inflatable planetarium at the YMCA and Bonsack Baptist gyms this and next Thursday
- Bigfoot Day with award-winning storyteller Bil Lepp this Saturday, July 16th
- Virtual author visits continue (courtesy of Baker & Taylor)
- Used Book Bag Sale - Friends of the Fincastle Library, July 22-23
- Listen to the Music: Folk Music Performance by Andy & Judy on July 29th at Eagle Rock
- End of Summer celebration - Saturday, August 13th, Blue Ridge Park

Facilities

- Blue Ridge - rainwater runoff settling near foundation and leak in roof. Maintenance getting a quote for roof repair or replacement, will be fixing rainwater issue.

Other updates

- Patrons now receive automated notices for holds pickup, which saves staff time and errors with manual emails. The library will no longer send manual emails as of August 1st. Users can still opt to receive personal phone calls instead.
- The Sheriff's Office is conducting full site assessments of each library facility and will offer the first active shooter training session on July 28.
- All Roanoke Valley Libraries joined Botetourt in going "fine-free" as of July 1st.
- The community is right on track to the collective goal of reaching 10,000 badges completed in our Summer Learning Challenge - close to 6,000 badges now.
- A recent request prompted a reminder that patrons can request interpreter services (sign language, non-English language) at library events with advance notice.
- Libraries have assembled an ADA task force to tackle specific projects with the goal of increasing the accessibility of library services to persons with disabilities.
- Libraries assisted with citizens offering input for the County's comprehensive plan survey, and the County received over 700 responses online.
- Meeting room reservations are now free of charge to community/non-profit groups.
- The RVL consortium will migrate to the OCLC Wise integrated library system in November, a month earlier than originally planned. Fall will be a busy time for staff.
- Libraries are in discussion with the YMCA about moving the library's self-service space to a more highly-trafficked location and adding children's educational play space with Little

Free Library type of system for loaning children's books without a library card needed.
Would need funding for nice shelves, signage. Scalable project.

Brief discussion about Roanoke Valley Libraries consortium – members, purpose, shared catalog and collections, etc.

Other: none

Meeting adjourned at 2:51