

MINUTES  
Botetourt County Library Board of Trustees  
August 10, 2022  
Buchanan Library  
19795 Main St, Buchanan, VA  
2:00pm (Public Meeting)

**Present (in-person):** Rob Poyner, Julie Phillips, Barbara Hawkins, Steve Clinton, Mary Lynne Leffel, Julia Patterson

**Present (phone):** Marlene Preston

**Call to order at 2:00pm**

**Public comment period:** none

**Minutes:** Motion to approve by Patterson, seconded by Leffel. All approved.

**Meet new employees (Phillips)**

- Phillips introduced Rachel McEldowney, new part-time Library Assistant at Buchanan.

**Buchanan branch update (Cheryl Wagner, Branch Manager)**

- Average door count about 50 people, often small business and office transactions or people looking for books to read
- Circulation for May-July = over 6,000 (2,204 per month)
- Events for summer – animals were very popular; average 5-10 children for other events, maxed out attendance at animal programs. Other programs include leaf impressions, luminaries – opportunities for kids to use hands and imagination. Patrons enjoy in-person events again.
- Highlights of team – Rachel has background in college library, great addition to the team. Heather – wonderful at readers’ advisory (book recommendations). Sandi – ensures patrons feel welcome, including visitor from Poland, England and other travelers. Angie – observant of people and situations, helpful when patrons’ emotions run high during difficult conversations.
- Wins – Local family uses library as reward for 5-year-old twins’ good behavior. Wagner moved train table to center of library to accommodate the family, and other families have enjoyed it.
- Impact in community – Helping people send personal paperwork (VEC, insurance companies), staff are persistent in getting paperwork through busy fax lines. New neighbor – karate studio – next door (Sheriff’s deputy in Botetourt) will offer a free self-defense class for women.
- Wagner shared takeaways from a podcast on the topic of how AI is affecting jobs. The jobs that involve critical thinking, compassion and moral courage will carry forward. Jobs providing emotional support to people will last. Journalist cited a bookstore as a safe place and a place to learn and grow – Wagner noted that so are libraries. States that library has a good relationship with town and people in town. Often the days when librarians just listen are impactful, as many people come to the library for social interaction and a safe place away from home.

**Public comment policy/bylaws (Preston)**

- Noted new rules for governing boards per Code of Virginia. Phillips will check to see if the Code applies to advisory boards as well.
- Whether public comment or meeting attendance, we want to make sure people have access.

- The Board should be able to approve the public comment portion, then can talk about the bylaws.
- Patterson asked about meetings and public commenters. Preston noted that at work sessions, there is no agenda or public comment, but all meetings are open to the public (with the exception of closed sessions).
- Motion to approve the public comment portion by Patterson, seconded by Leffel. All approved.
- Bylaws – article 6, p.2 about meetings – discussed regular and special meetings. Noted that meetings might be canceled or held virtually; Preston added note about as required for advisory boards.
- C – limits the number of virtual meetings that a Board member might use if in-person meetings are being held. Language is from new legislation for governing bodies. Ideally, virtual attendance is limited to two (2) meetings per year except for reasonable cause.
- Limit number of virtual meetings across the year? Notes that it doesn't affect absences, but would be better to attend virtually than be absent. Permit additional virtual attendance for good cause (e.g., disability, illness) on a case-by-case basis.
- Each regular meeting allows an opportunity for public comment.
- Preston suggests looking at bylaws annually to ensure that they are up-to-date.

#### **Director's update (Phillips)**

- Buchanan renovation update: The library is in conversation with the architectural firm Enteros to finalize a concept plan and design proposal that can be presented to the Board of Supervisors in August or September for approval and authorization of a design contract. The CIP lacks about \$50,000 to add to the \$250,000, so the Board would need to vote on whether to allocate another \$50,000 to meet the design fee. May need to reduce design fee or scope if don't have funds budgeted. Assume about 6 months for the design phase, with the hopes that the next budget cycle could include plans for construction. Poyner asked if the project would be done in phases. The goal is to do the entire project, but will look at phases as needed.
- The Botetourt County Sheriff's Office has conducted full assessments of security at each facility and is compiling a report tailored to each branch. Trainers are also conducting basic active shooter training at each branch.
- Kiwanis Club of Botetourt donated \$2,500 toward children's early literacy kits and programming, particularly "1,000 Things Before Kindergarten." The "1,000 Things" program is scheduled for a WDBJ7 interview in mid-September.
- The Bonsack/Blue Ridge Ruritans donated \$100 to the library as well, for any use.
- The Roanoke Valley Bird Club assembled and donated 8 Birding Backpacks (2 per branch), and the resource received great media coverage recently.
- Friday is the last day of the Summer Learning Challenge. So far this summer, participants have completed almost 7,500 badges, with over 2,000 books read and almost 7,500 hours of reading. Over 1,100 people participated via the Beanstack app.
- The library's End of Summer Celebration will be held prior to Parks & Rec's Movie in the Park at Blue Ridge Park this Saturday, August 13, 6:30pm. The library will have a dunk tank, crafts, and prizes for drawing winners.
- The RVL consortium will issue a press release about our new OCLC Wise integrated library system on September 7. Staff training for the new system will begin in late September, and the anticipated go-live date is early to mid-November.

### **Fall programming preview**

- September is National Library Card Sign-Up Month, with the theme “Find Your Voice at the Library.” In addition to appearing at community events, the library will also host multiple programs on that theme, including writing and blogging workshops, a “Botetourt Reminisces” storytelling program, and DIY journal-making.
- Adult programs:
  - Coffee & Connections continues with more guests, including Blue Ridge Literacy staff during Welcoming Week, a week celebrating our refugee and immigrant communities.
  - The Norvel Lee Memorial Highway Dedication will be followed by a reception at the Eagle Rock Library on September 17.
  - The Blue Ridge Library will host a reception for local artist Dawn Peterson, who painted the murals in the children's room at that branch during the COVID closure.
  - Book clubs resume at every branch, with the themes reflecting specific local reading interests: True Crime at Blue Ridge, Amish at Buchanan, Appalachian at Eagle Rock, and VA authors at Fincastle.
  - VA Career Works returns with more basic computer classes.
  - Multiple partners will join the Health & Wellness Fair at Blue Ridge, and a local RN will lead a Health & Wellness series at Eagle Rock.
- Youth programs:
  - Little Explorers brings open play time for toddlers and social time for caregivers.
  - StoryTimes for preschoolers focus on one letter of the alphabet each week.
  - Families will enjoy a Scary Storytelling Festival at Troutville Park around Halloween.
  - Buchanan and Eagle Rock will host after-school craft activities for kids, based on the weekly take-and-make kits.
  - Ripley the therapy dog is coming back this Fall.
  - STEM activities include LEGO Clubs and STEM Clubs, and presenter Josh Urban will lead a Star Party (astronomy).
- Both Eagle Rock and Blue Ridge will have holiday tree lightings this December on different days.

### **Other:**

- Rob Poyner announced his upcoming resignation from the Board after September for personal reasons.

**Meeting adjourned at 3:00pm**

**Botetourt County Library Board of Trustees**  
**Policy: Receiving Public Comment**  
Adopted 8/10/2022

The Botetourt County Library Board of Trustees welcomes input from stakeholders in Botetourt County.

All regular open meetings of the Board will include an opportunity for public comment and are advertised on the Library website (<https://www.botetourtva.gov/161/Libraries>).

Due to time constraints, the trustees will be unable to provide an immediate response after comments are made; however, the trustees will determine if an issue needs to be referred for action or further study.

**Guidelines**

- Speakers must be residents of Botetourt County or owners of property in Botetourt County.
- Speakers may address any subject related to library operations, such as programming, the collection, or facilities. No discussion of personnel or politics will be permitted.
- Speakers must register to speak at least 24 hours before the meeting by contacting Library Director. They will be asked to provide their name, address, and email or other contact information.
- The time for each speaker's comments and the number of speakers at a particular meeting will be limited, depending on the length and complexity of the day's agenda. The public comment period will be no longer than 15 minutes total.

**Process for In-person Public Comment**

1. Registered speakers can find the time and place of the meeting on the library website and should arrive in time to present their comments at the beginning of the meeting.
2. Speakers will have 3-5 minutes to present their comments. They should begin by stating their name and their area of residence in the County along with the name of any organization they might represent.
3. In general, the agenda will not allow time for discussion or response during the meeting from the Library Board members.
4. Speakers may choose to leave after their comments, or they may stay for the meeting.

**Process for Sharing Comments**

1. When they register, speakers may arrange to comment in person, by phone, or by zoom. Such an arrangement may be made whether the meeting itself is virtual or in-person.
2. Citizens may also address written comments by mail to \_\_\_\_\_ or by email to \_\_\_\_\_.