

Botetourt County Library Board of Trustees
Minutes November 9, 2022
Public Meeting - 2:00-3:00 pm -- Greenfield

Present: Barbara Hawkins, Mary Lynne Leffel, Julie Phillips, Julia Patterson, and Marlene Preston
Unable to attend: Steve Clinton

Call to order: 2:00

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

Candidates for Chair and Vice Chair – Marlene Preston

Trustees discussed a slate of officers for 2023 for a vote at the December meeting. The slate includes Julia Patterson as vice-chair and Marlene Preston as chair. Nominations from the floor can still be made at the December meeting.

Gifts and Donations Policy – Julie Phillips

Trustees discussed a draft of this policy and suggested minor edits. Trustees favored the adoption of the policy.

Director's Update – Julie Phillips

Please see attachment.

New online catalog – OCLC Wise – Julie Phillips

Julie demonstrated the new library catalog system, which will be available within the week. The system should be more user-friendly once patrons have transitioned to Wise system.

2023 Board meeting schedule – Marlene Preston

Trustees approved the draft of the 2023 schedule, recognizing the possibility for changes in order to meet the needs of new members who will join the Board in January.

Comments – Trustees discussed the following:

- Ginger Gungas: A Community Cookbook Celebration -- This Buchanan Library event celebrates a local cookbook that includes a famous "Ginger Gungas" recipe offered by a local cook to travelers along the James River in the past. Participants are invited to a potluck and may bring dishes made with recipes from the cookbook.
- The establishment of a Library Foundation would need an ongoing donation flow. For now, the creation of that foundation is on hold.
- An application to join any of the Friends of the Library groups is available on the library website. Ways to better promote book sales might be considered.
- The library branches are involved in various ways with holiday celebrations, such as tree lightings and parades.

Adjournment – 3:05

<p>Next Meeting -- Fincastle December 14, 2022 2:00</p>
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Attachment
Director's Update – Julie Phillips

- The FY24 budget will be extremely tight due to inflation (increasing cost of business), anticipated recession and committed capital projects. It's possible that most County departments will experience budget cuts through this period, although that is a last resort. Level funding would be the best case scenario per current forecasts. All discretionary spending is now under close scrutiny and eliminated where possible, as during COVID when financial forecasts were uncertain. Libraries will increase additional fundraising efforts, including applying for grants.
- The Buchanan Library is pursuing a project to enhance the façade with a new awning, paint, cleanup and signage. An architect has examined the site and will deliver a conceptual design and cost estimate soon. The Town of Buchanan is offering a Façade Improvement Grant - a match grant up to \$5,000 as funds last, which the library hopes to take advantage of. The Friends of the Buchanan Library initially embraced the project but have since decided not to support it, so the Library will pursue an alternate funding source to match the town's grant, pending project cost estimates.
- Jennifer Hannah started in mid-October as Branch Supervisor at the Eagle Rock Library. She's a local resident and has a background in education, including special education and agricultural education. She will oversee community programming for the library system, as well as countywide agricultural education.
- Chelsea Wood remains as the Eagle Rock Team Leader and manages library services. She will have her MLIS degree in Spring 2023.
- The Director will attend an invitation-only national convening on food security in early December. The goal is to determine how different libraries can address food security in their localities and influence legislation that makes a difference on the ground.
- The Libraries' 2nd annual #BOCOGrateful campaign is in full swing this November. Libraries are reaching out to community partners with "We're grateful for you" donuts and cards, and with Botetourt County, encourage people to share positivity on social media and in libraries.
- Libraries are participating in statewide programming in preparation for the 250th anniversary of the American Revolution.
- Libraries are currently planning Spring programs (March - May) and the Summer Learning Challenge.
- With the Communications department, Libraries plan to release community surveys in a variety of formats/methods in February (or possibly earlier). Per the current timeline, data will be brought to the Board of Trustees for evaluation and input in Spring 2023, which will in turn inform strategic planning for the following three years.