

**Botetourt County Library Board of Trustees**  
**February 18, 2020, 2:00pm-3:00pm, Buchanan Library**

**Minutes**

**Present:** Amy Baker, Steve Clinton, Scot Finley, Barbara Hawkins, Julie Phillips, Marlene Preston, Linda Steger

**Guests:** Janet Buttram

**Call to order** -- 2:00 p.m.

**Approval of minutes** -- Minutes of the December 18 meeting were approved as submitted.

**Buchanan Branch Manager** – Janet Buttram

- Introductions
- Ms. Buttram described this branch as a community library with walk-in traffic and lots of conversation.
- Adult activities include the possibility of a quilting program and a program with the Resource Center on Lowe St, involving the sharing books and games. Ms. Buttram seeks partnerships in the community to develop programming. One children's activity involves the children reading to a therapy dog.
- Parking challenge – The lot across the street is no longer available and is causing difficulty for patrons.
- Building challenge – There is no handicapped access to the 2<sup>nd</sup> floor. Available space upstairs could be renovated for future use and is on the list of budget requests. Buchanan is currently the smallest of the branches.
- Community needs –
  - Some high school students need internet for projects but don't have access at home, so they depend on the library.
  - With only 8 public computers, this branch needs more technology.
  - This branch could also be used as a satellite for county offices so that people don't have to travel so far to meet with someone from a county administrative office.

**Directors' Report** – Julie Phillips

- Staff Day Friday, April 10, 8:30-5, clubhouse at Daleville Towne Center – The libraries will close, and advance publicity will notify the community about that closure. As part of this staff development program, staff have submitted requests for training.
  - The Tap House is donating salads, and pizza will be provided at no charge.
  - The budget is tight, but Ms. Phillips wants to provide some token to staff with logo.
  - Nan Carmack from Library of Virginia will do vision training.
  - Staff will later get more technology training, CPR/safety training, and training in new Microsoft applications.
- Communication with Board – Board members agreed that Ms. Phillips could copy board members on notes to all staff rather than creating a separate mailing.
- Partnerships – exploring and developing:
  - Grow with Google
  - Girls who Code

- Small business support
- Oral history project
- The new BOCO logo will have a version that includes the word “library” in it.
- Policy – BCL may need an updated policy that would clarify the library’s complete discretion in materials selection, including works by local authors.
- Kindergarten – The library is partnering with Botetourt County Public Schools to provide cards to all kindergarten students. A celebration for new kindergarten cardholders is scheduled at the Fincastle Library on February 29<sup>th</sup>. Card applications will be included in the kindergarten registration process in future years.
- Community Conversations Training in January
  - Nan Carmack from the Library of Virginia helped staff consider patron perspectives.
  - The group also considered ways to foster discussion non-library issues, such as transportation and internet availability.

#### **Comments – Director’s Report**

- Mr. Finley suggested using Staff Day to build relationships among library staff across libraries. He also suggested awards for employee ideas and the acknowledgment of staff members’ anniversaries of service.
- Ms. Hawkins suggested that the libraries could connect with the Roanoke Council of Garden Clubs to involve children. She also suggested that Vistar Eye might be willing to donate items for Staff Day, due to Dr. Mac Scothorn’s involvement with the Board of Supervisors.

#### **Daleville Kiosk Discussion**

- Mr. Clinton suggested that there could be support at the county level for a kiosk in Daleville, close to YMCA. A proposal with details needs to be developed.
- Ms. Phillips noted that Daleville is underserved area. BCL would need to budget the for staff time to provide support for a kiosk where patrons might drop off books and pick-up reserved books -- or possibly check out books from a vending-machine-style collection.

#### **Strategic Plan**

- Recent community meetings have already generated data, so there is no need to duplicate that process. Each branch will have a place where the public can contribute ideas. Some branches may hold gatherings, such as a community brunch, to solicit input.
- The Board may need to get together to review information and determine priorities, including a review of the *Standards for Virginia Public Libraries*. The Board can meet shortly after Staff Day to consider feedback.
- The release of the strategic plan may coincide with the beginning of summer reading.
- The plan will be posted on the website with a summary statement for public. Other audiences might include the Board of Supervisors and library staff. The report goes to the Library of Virginia to comply with requirements for state funding. The report will also be used to prepare for next budget cycle.
- The Strategic Plan is a separate document from the Master Facility Plan.

**Adjournment – 3:00 p.m.**

**Next meeting -- April 15, from 1-4 at Eagle Rock**

Ms. Baker graciously offered to provide lunch.

