

Botetourt County Library Board of Trustees
June 17, 2020, 2:00pm-3:00pm, Virtual Meeting via Zoom

Minutes

Present: Amy Baker, Chair; Steve Clinton, Board of Supervisors; Julie Phillips, Library Director; Rob Poyner, Marlene Preston, Linda Steger

Absent: Barbara Hawkins

Call to order – 2:00 pm

Approval of minutes -- Minutes of the April 15, 2020 meeting -- approved as submitted

Director's Report – Julie Phillips

Board Officers -- Vote for officers for the remainder of the calendar year—Amy Baker as Chair, Marlene Preston as Vice-Chair—tabled

Summer Reading

- Beanstack program includes variety of reading and learning activities.
- 609 participating so far—close to the 681 who participated last year
- Beanstack also includes a challenge for staff.
- WDBJ did a promo on the program.

Service Restoration Plan

Current Service Status

- Book drops are open. Returned books are quarantined for a week in any available space, including meeting rooms. Quarantine will result in slight delay of checking in returned books. Results of a new study of virus impact on library materials will inform strategies.
- Virtual story time and science activities continue with better response than in-person events.
- Good patron feedback from StoryWalk at Botetourt Sports Complex Walking Track
- On hold for now – oral history project
- Staff members are using masks in shared library spaces.
- M-F 9-5 staff members are available to respond to phone calls.

Curbside Service, beginning Monday, June 22

- Staff preparation for low-contact curbside service, including book check-out of holds, copying and faxing along with distribution of craft kits
- Some Friends members are assisting with rehearsal for curbside protocols.
- Relying mostly on social media and local newspaper to alert patrons to changes—limited email sent to patrons whose email address is on file

Phase 2 – tentative plan

- Limited patron use of computers—planning for remote assistance available from staff computer
- Stacks not available; masks encouraged

- Planning for transparent screens to protect staff and increased signage
- Orange cones and cleaning supplies – plentiful
- IT will install new terminals for credit cards.

Phase 3—tentative plan

- Limited patron use of stacks
- Removal of toys from children’s areas

Strategic Priorities -- Discussion

A draft list of strategic priorities was shared with board members prior to the meeting, and board members reacted positively to the content during the discussion.

- Members commented on #6, suggesting that “lifetime learning” might be overall concept and that “health and wellness” might be the language used for that priority. Other discussion included the need to focus on current movement to help patrons become more self-sufficient and resourceful.
- Board members agreed to use these priorities as guidelines; a full strategic plan can be developed once the pandemic ends.
- Board members also agreed to delay further work on the mission/vision/values statements until the changes brought on by the pandemic are over.

Statement of Policy – Discussion

This document appears to have been revised but never confirmed by vote.

- **Bylaws** – Marlene Preston will head up the review of the bylaws so that the board can develop ideas for any needed changes before the next board meeting. One issue to address – the process for board leadership when a board member resigns mid-year.
- **Code of Conduct** – This policy will be revised next. Ms. Phillips has content suggestions.
- **Collection Development Policy** – This policy also needs revision.

Conclusion

Staff – Ms. Phillips noted that having the libraries closed has been challenging, but that it’s been a positive time for staff training and interaction. The staff has been helpful and productive.

Budget—Steve Clinton confirmed that the County budget would be tight and that it would be available in the coming week.

Adjournment – 3:00

Next meeting – August 19 , 2:00 pm, location TBA