

**Botetourt County Library Board of Trustees
August 19, 2020 – Fincastle Library**

Minutes

Present: Amy Baker, Steve Clinton, Barbara Hawkins, Marlene Preston, Julie Phillips, Rob Poyner, Linda Steger

Call to order: 2:00

Approval of minutes: June minutes approved as submitted

Election of Chair and Vice Chair: Unanimous vote to approve Marlene Preston as Chair and Amy Baker as Vice-chair for the remainder of the year

Director's Report – Julie Phillips

Unattended Minors Policy – Board discussed this revised policy and unanimously approved it with a slight change to the third paragraph. The policy will be labeled as “revised” and will include the date of revision.

Finances

- Ample funding is available with the new budget.
- A request has been made for a monthly allowance for books to build the collection; this change would be preferable to individual purchase orders.
- Some capital projects have been delayed.
- Steve Clinton indicated that the Supervisors are being cautious with appropriations and that the County is getting more CARES money. The library could make requests.

Policy Manual –Parts 1 and 2

Board members discussed reorganization and updates to the Library Policy Manual. The revised introduction (Part 1) will include the Library objectives, which will be revised by the Director and staff. Part 2 focuses on leadership and includes bylaws (2A) and a section about the Director's role (2B). Marlene will incorporate changes as discussed and send the revisions to the members for a vote at the next meeting.

Updates – Julie Phillips

Further updates about library services and staff:

- Eagle Rock –
 - New hours will coincide with school hours with employees in the building until 5 if needed by others.

- One full-time staff position is vacant. A request has been submitted to the County for permission to hire.
- The courier may need time off, and a substitute may be needed.
- A community-wide mini-challenge series is being planned in collaboration with the schools and the Department of Parks and Recreation. The challenge is designed to keep people moving and reading, emphasizing health and wellness to support education.
- Hold-lockers may be used to provide convenience for patrons, maybe in Daleville.
- An art contest is being planned for the fall and will offer cash prizes.
- Another initiative encourages parents to be involved with children: 1000 things before kindergarten. Kiwanis will provide prizes.
- Rhonda Bandy at Fincastle continues work on oral histories, building on the stories of people of color.
- Staff members are doing well – no COVID diagnoses.
- Social media plan is being revamped.

Board members' comments:

- Articles about the library services in *The Fincastle Herald* have been very interesting.
- Staff is handling curbside very well.
- Libby has been very a useful tool for patrons.
- When asked for an update on internet service, Mr. Clinton reported that Lumos and the County have gone together to apply for funds to expand broadband. Spotty access exists especially in northern parts of county.
- In response to a question about genealogy services at Fincastle, Ms. Phillips explained that the branch proves resources and a genealogist; the Genealogy Club's president is on staff.

Adjournment – 3:10

Next meeting – October 21, 2:00 pm, location TBA