

Botetourt County Library Board of Trustees
October 21, 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: August 2020 minutes approved as submitted

December meeting – Changed to Dec. 9 due to conflict in schedule

Julie will be attending data analysis workshop for which she was awarded a scholarship.

Director's Report – Julie Phillips

Storage Issues at Buchanan

- Discussion of safety hazards involved with storage of Friends' materials at Buchanan
- Trustees agreed that the Friends group should be supported in finding a new location for their materials. The move will be made out of concern for safety of the Friends, the library staff, and patrons.

Patron Behavior Policy

- Trustees approved the revised Patron Behavior Policy.
- Suggestions:
 - Include one strong sentence describing consequences.
 - Post highlights and make full versions available for patrons in the branches and online. Provide policies to patrons as needed.
 - Upon conclusion of latest policy revisions, ask *Fincastle Herald* to share an article about updates.

Reopening of Branches

- Trustees in agreement that the detailed plan is specific and useful. Staff members are comfortable with the plan, and the County has also approved the plan.
- Unfortunately, the reopening is on hold due to increase in Covid cases in the County.
- Other area library systems are trying various approaches—from curbside to appointments.
- Patrons are very interested in using computers in the library. Wifi access from the parking lots has been enhanced.
- Steve Clinton will follow up with the County..

Updates – Operations and Programming

- Staff training is ongoing, including role playing to prepare for patron interaction.

- Sports equipment will now be available for borrowing in partnership with Parks and Rec.
- 1000 Things Before Kindergarten encourages reading, social situations, stress management, and bonding with families. Families can earn free books and prizes.
- Fall reading challenge is a follow-up to summer reading, using Beanstack.
- External wifi has been expanded at each branch so that patrons can use their computers in the parking lot while branches are closed.
- Ten laptops and charging cart for every branch have been purchased with money from the CARES Act.
- One full-time person has been hired for Eagle Rock, and there are openings at Fincastle and Buchanan.
- Library genealogist provided info for Monuments and Memorials committee.
- BOCO Business Book Bite Series offers a book of the month for discussion via social media.
- Staff members have been assisting farmers with grant applications.
- The student library card project with Botetourt County schools is ending.
- A pen-pal program for seniors is being developed; we're currently finding community partners.

Trustee Training – Marlene Preston

- The Library of Virginia offers 10 videos for trustee training.
- Board members agreed to watch 5 for discussion at the December meeting and 5 for the February meeting.

Policy Manual

- Revised objectives were approved and will be included in the introduction to the manual.
- The revised bylaws were presented in September and were approved unanimously.
- The revised section regarding the Library Director will be part of the Leadership section of the manual.
- Parts 3-7 will be reformatted and updated as necessary for discussion at the next meeting.

Director Evaluation

- Board members will re-establish an annual evaluation of the Director.
- After discussing forms and logistics, Board members decided to work on the evaluation at the next meeting.

Adjournment -- 3:08