

**Botetourt County Library Board of Trustees
December 9, 2020 – Greenfield**

Minutes

Present: Marlene Preston, Julie Phillips, Rob Poyner

Unable to attend: Steve Clinton, Barbara Hawkins, Mary Lynne Leffel, Linda Steger

Call to order: 2:00

Minutes: Without a quorum present, the October minutes were not approved during the meeting. They will be approved electronically and posted on the library website.

Director's Report – Julie Phillips

Daleville drop-off/pick-up at YMCA – The area for requested library books will be close to the YMCA's entrance and will be near YMCA staff for easy drop off and pick up – by patrons and courier. A January opening is expected. Eagle Rock staff will handle the operations.

Partnering with schools – SORA is an app for schools so that students can get to Overdrive titles. Now students can use the app to choose Public Library Connect for seamless access.

Pen Pal program with LOA – The libraries will provide support, and the Local Office on Aging will match volunteers with seniors.

Ongoing concern about safety – Safety protocols are in place to protect staff and patrons. The staff has remained healthy. One indirect COVID exposure was reported, but that person tested negative.

Eagle Rock drive-through Christmas tree lighting – successful program to build holiday cheer

New laptops will be available for staff, curbside use, computer classes, and other outreach.

History Detectives – This new program for children will introduce them to genealogy, along with detective kits.

Staffing – One new hire at Fincastle has a library degree and will work part time; 2 part-time positions are still available (Buchanan and Fincastle).

Buchanan Friends – Due to some unsafe areas at Buchanan, the Buchanan Friends group is moving out of the library to the Carson Building (owned by Fire & Rescue), where they have free use of the space for storage and book sales. Steve Vest is exploring insurance coverage for Friends groups.

Consortium – An updated contract amendment for financing the consortium will establish the formula for each locality’s financial contribution.

Budget Highlights

- The County is overburdened with COVID and capital projects; the budget is unlikely to increase.
- Facility requests –
 - Buchanan renovation and maintenance issues
 - eBranch in Daleville
 - Blue Ridge – potential expansion
 - Automatic doors
- Staffing requests --
 - Blue Ridge branch manager – essential to free up more time for the Director to attend to all branches
 - Two library floating positions (part time)
 - Event coordinator (part time) for adult patrons
- Technology requests to support patron use of resources and staff efficiency --
 - Technology (phone or tablet) for use at circ desks and in other places in the building so that staff can complete patron transactions at various places in the branches
 - Niche Academy – support for patrons who want to learn how to use some technologies
 - More e-books

Trustee Comments – Trustees approved the budget and noted that it was comprehensive. The budget seems realistic, especially given that the budget isn’t likely to increase. The detailed budget is important to let the county know the needs of the library staff, facilities, and patrons.

New courier van – This van is larger than the previous van and could serve various functions to meet patrons’ requests.

Board Logistics – Marlene Preston

Trustee Training Videos – In the closed session before the meeting, trustees discussed the information from the video about Director evaluations. The trustees noted the importance of establishing goals at the beginning of the calendar year. Collaboration between the Director and trustees in establishing those goals is essential. The Board may choose to adopt a new evaluation form for 2021. Other videos will be discussed in February.

January Work Session – A work session will be planned for January to do some planning for 2021, including goal-setting, communication and storing of Board documents, and preparation for February’s election of officers.

Adjournment: 2:55