

Botetourt County Library Board of Trustees
February 17, 2021, Virtual via Zoom

Minutes

Present: Barbara Hawkins, Julie Phillips, Rob Poyner, Marlene Preston, Linda Steger

Unable to attend: Steve Clinton, Mary Lynne Leffel

Call to order: 2:00

Minutes: December minutes were approved electronically and posted on the Library website:
<https://web.botetourtva.gov/library/about/board-of-trustees/>

Board Business

Retirement proclamation: Rob Poyner suggested that the trustees endorse a proclamation regarding the retirement of Della Smith at Blue Ridge. After some discussion, Julie Phillips agreed to create a certificate of appreciation to be presented to Ms. Smith.

Election of Officers: Marlene Preston and Rob Poyner were elected unanimously as chair and vice-chair.

From Governing to Advisory Board: No official action has been taken on this matter. Delegate Austin has not yet responded to an emailed request. Marlene will email a copy of the Advisory Board Manual from the Library of Virginia. The trustees agreed on an intermediate step – a request to the Board of Supervisors to relive the Board of some governing duties. Marlene and Julie Phillips will draft a list to share with the trustees for further consideration.

File Storage: Julie has developed online storage space for the trustees along with an email address so that the trustees can be contacted by patrons. At the work session in March, Julie will offer a training session on the use of Office 365 for the trustees

Director's Report – Julie Phillips

Highlights of Library Activities:

- Daleville location – The new pick-up and drop-off location at the YMCA in Daleville has generated positive response from the community.
- Hiring – Julie is currently re-evaluating staffing needs.
 - One PT person, who will work at Blue Ridge or Fincastle, has been hired.
 - One PT person will be hired for Buchanan.
 - One FT person will be hired as the manager at Blue Ridge to provide better staff and community support for Blue Ridge and to free Julie to oversee all branches more effectively.
- Vaccine appointments—Staff members are undergoing training to support patrons who need assistance with setting up vaccine appointments. This service will be launched to the public within the week.
- A revised logo has been developed for better visibility and clarity.
- Internal projects:
 - Supervisor training for managers
 - Development of performance standards
 - Reorganizing collections of picture books to enhance browsing by topic
 - Partnering with schools so that students have easy access to ebooks

Strategic Plan: Julie shared the updates to the mission and goals statements and offered to send drafts to trustees for further consideration. Further discussion of the strategic plan will occur at the March work session.

Introducing Board members to the public: Julie’s suggestion about highlighting Board members led to a discussion of ways to incorporate voices from various groups of citizens—and effort for future consideration.

Short Takes for Library Trustees -- Marlene

Board members briefly discussed the first two topics in this video series: #1 What it Means to be a Trustee, and #2 Board Meetings. These videos were developed for governing boards, but they have good information for any board. Handouts from each topic will be stored on the shared site for Board members. Highlights included the following:

- Fiduciary and good faith responsibilities, including loyalty to the organization
- Insurance issues – Advisory Boards can also be liable in a suit, but liability is less when responsibility is less. Developing clear and well published policies and strict adherence to those policies can help to protect trustees.
- The meeting agenda is often reorganized to reflect the speakers during a meeting. Minutes will no longer be approved as part of a meeting but will be approved electronically so that absent members and patrons have quick access to the information. Since our meetings are public, we might consider adding an item for public comment.
- Parliamentary procedure is especially important to promote fair discussions and to handle motions.

Adjournment: 3:00

Next Meetings

Work Session, March 17, 2021, 2:00 – Location TBA

Regularly Scheduled Meeting, April 21, 2021, 2:00 – Location TBA