

Botetourt County Library Board of Trustees

Minutes September 8, 2021

Public Meeting - 2:00-3:00 pm

Eagle Rock

Present: Steve Clinton, Barbara Hawkins, Mary Lynne Leffel, Julie Phillips, Rob Poyner, Marlene Preston, Linda Steger

Call to order: 2:05

Minutes: August minutes were approved electronically and posted on the Library website:

<https://web.botetourtva.gov/library/about/board-of-trustees/>

Policy Manual and Bylaws – Marlene Preston

Now that the Board is an advisory board, the manual and bylaws need updating to reflect that change. The trustees discussed the nature of the manual, once generated by the Board, but now a collection of documents that will be edited and expanded by the Director with input from the trustees. The discussion included a review of the bylaws revisions. Edits were made during the meeting and will be sent out before the next meeting. A vote will occur at the October meeting.

Director's Report – Julie Phillips

The director's comprehensive report of activities was submitted to the Trustees before the meeting. (Report is attached.) Julie responded to questions about the following:

- LEAN processes – a program to determine the efficiency of the library operations
- Materials inventory – undertaken in order to determine current status of the collection and any gaps
- Virtual story times – to be held via Zoom and not recorded

Proctoring Policy – Julie Phillips

The staff members have received some requests for test proctoring, and the branches have been handling the proctoring differently. The trustees discussed ideas based on models from other libraries. A policy will be developed for use across all branches so that staff will be protected if they have to decline a request.

Trustee Training – Board Ethics – Barbara Hawkins

The "short takes" for board training include a section about ethics, which Barbara highlighted for the trustees. She included the following information:

- Ethics as based on moral values--trustworthiness, respect, responsibility, fairness, caring, and good citizenship
- Board members should be an asset to the library, publicly supporting library policies and goals.
- Members should also participate in supporting and advancing those policies.
- Trustees should abide by the library's policies, setting an example for other patrons.
- They should act in the best interest of the library, not themselves.

- They should take care to preserve the confidentiality of patrons.
- Trustees should speak positively and with respect about the Board and library personnel.

Discussion included ideas including the need to represent people in our communities and the goal of taking the right path.

Board Membership

The meeting concluded with a brief discussion of strategies for filling the Board vacancy, created by the ending of Linda Steger's term. Julie will be involved in the posting and selection process. A profile of ongoing members currently on the Board might be helpful to the Board of Supervisors as they fill this vacancy.

Adjournment: 3:09

<p>Next Meeting</p>

<p>October 13 2021, 2:00 at Greenfield</p>
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