

Botetourt County Library Board of Trustees
Minutes November 10, 2021
Public Meeting - 2:00-3:00pm
Buchanan Branch Library

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

Unable to attend: Steve Clinton

Call to order: 2:05

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

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

Buchanan's Manager

Cheryl Wagner is the new manager at Buchanan. She formerly worked at South Roanoke County branch and is currently studying for a master's in library science. She plans to meet with people in the community to ask for input and is trying to meet patrons as they come into the library.

Director's Update – Julie Phillips

Policies and Planning

- Dec. 1. -- Public meeting rooms will open, but not for after-hours meetings.
- The Libraries Joined with Department of Health to distribute free at-home Covid tests to patrons. The staff will not need to participate in the testing or results once the tests are distributed, and they will be protected from patrons with symptoms.
- The Roanoke and Alleghany Health District may support vaccine equity programs and may fund technology updates.
- The Libraries may work with the Chamber to educate small businesses about handling vaccine mandates.
- Eagle Rock may open on Saturdays, pending staff availability.

Staffing

- Fincastle -- Rhonda Bandy will retire, and Sarah Rogers will transfer to Fincastle from Blue Ridge.
- Blue Ridge – Interviews for a new manager are complete; an offer should be made shortly. Giena Wiese and Karen Luck have been hired as part-time staff.
- Buchanan – Gina Wiese will also work at Buchanan.
- Eagle Rock – One part-time staff member will be hired.

Programming and Community Participation

- Pop-up story time will be held Nov. 11 at Greenfield Sports Complex; other locations will be scheduled.
- *#BOCo Grateful* is the theme for this month and has evolved into a county-wide initiative.
- *Read Grateful* is the current Beanstack challenge, incorporating reading and activities that focus on gratitude.
- All branches will be collecting food for distribution to local food pantries.
- Julie is taking a Harwood "Looking Outward" course about libraries and engagement with the community.
- Enteros, the architectural firm for Buchanan, has created a proposal for initial needs assessment and conceptual design.
- Staff will participate in the Fincastle Parade, Dec. 4 with a *Polar Express* theme.

- New volunteers are being accepted now and will be recruited more in the future.
- Trustees discussed the timing of In-person indoor programming. The Trustees were in favor of a winter start date, perhaps February.

Trustee Training – Linda Steger, Library Policies

Linda Steger explained that policies create a framework for everyone to be treated fairly. Such policies May need routine updating. Best practice may be to review, update, and approve one policy per meeting. The Director should provide a rationale along with a draft at least two weeks prior to a meeting. Board members should understand impact of any changes and then support those changes once adopted and implemented.

Policy Revisions – Julie Phillips

Test Proctoring – The system needed a consistent policy across branches. Trustees supported the policy draft.

Meeting Rooms – The library system should support nonprofit groups and even small businesses, but not for sales or parties. The scheduling policies avoid one group monopolizing a meeting room for a long period of time. No one was comfortable with after-hours use at this time. The policy also allows for library presence or police presence as needed and attention to reasonable room capacity. Trustees reviewed and supported the policy changes.

Community Advisors – Marlene Preston

The trustees brainstormed ways to connect with various groups in the community to inquire about needs for library services. They discussed the possibility of inviting groups to board meetings or having Trustees reach out to various groups at their own meetings--such as PTA, homeschool groups or tutoring groups--or in their agencies, such as nonprofit social service offices or churches that provide services to various groups, such as seniors or food bank users. They considered asking Steve Clinton to ask for input from the other supervisors.

Adjournment: 3:09

**Next Meeting – Greenfield
December 8, 2021
2:00**