

# January 2023 Meeting Minutes

PRESENT: Doran Stegura  
Carol Turrentine  
Alex Davis  
Melody Puffenbarger  
James Stewart  
Oakley Pearson, Friends of the Library  
Geary Rogers, Friends and Foundation  
Dr. Jennifer Brown, Director  
Debbie Sweeney, Assistant Director

ABSENT: Terri Kisamore  
Betsy Curry  
K. Wayne Glass, Foundation Liaison

VIRGINIA: At a Regular Meeting of the Augusta County Library Board held at the Augusta County Library Fishersville, Virginia on January 26, 2023, at 4:00 p.m. and in the 246th year of the Commonwealth. . . .

## **Call to Order**

The board meeting was held in person.

The meeting was called to order at 4:02 pm by chair, Doran Stegura.

## **Minutes**

The minutes from the November 17, 2022 meeting were approved with the correction of adding Terri Kisamore to the attending members.

## **Friends of the Library**

The Friends of the Library held a joint meeting with the Foundation in December. The primary outcome is the merging of the two entities and combining their assets. Geary Rogers, father to Foundation/Friends president Kathleen Cavender, has agreed to provide pro bono legal services for the merger and will present documents for review at a meeting to be held Thursday, February 2, 2023, at 6:30 pm. The Friends not being an LLC will make the merger simpler but some legal issues still need to be addressed. These include asset transfer, legal language of the by-laws, and transferring the copier leases. Leasing of the copiers will be transferred to the library budget in the next budget

year. Ms. Stegura recommends having Ms. Cavender attend the board meetings as an ex officio member and will poll board members regarding changing the meeting time to accommodate Ms. Cavender's schedule.

### **Director's Report**

Dr. Brown reported that anecdotally the library has been very busy with heavier foot traffic and check-outs. There has been positive percentage change across the board so far this year. Middlebrook Library Station foot traffic is up, especially after library staff attended a Ruritans' meeting. Direct results include new attendees at the book club and storytime. Craigsville Library Station foot traffic is also up due to the increase in programming provided by Janice Oakley. We are hoping to partner with No Child Hungry to provide the summer food program in Craigsville this year. Higher usage is also reflected in the steady and increasing meeting room reservations at Fishersville.

The loading dock repairs will likely be done in the spring. The architect has drawn up plans and a local contractor has been engaged to do the work.

The Staff Development Day held in December went very well. It included a review of service basics, Narcan training, mental health, and a fun getting-to-know-you activity. Keith Bell created Pokémon-like cards on each staff member and the staff tried to guess the person's identity from their card.

The proposed library budget was included in the board packet. Dr. Brown will meet with county administration on January 30, 2023 to present it.

Library staff continue to build relationships with community members. These include working with Augusta Health to promote heart health, working with Parks & Rec for Draft Days, and working with Parks & Rec and Natural Chimneys to provide holds pick up at the Natural Chimneys' site. An outreach form on the library's website makes it easy for community organizations to request a program.

Strategic planning progress includes the completion of community conversations in Deerfield, Middlebrook, Weyers Cave, and Craigsville. Good information was harvested and Dr. Brown looks forward to the February 11, 2023 meeting in Stuarts Draft and the meetings in Churchville and Fishersville that complete that part of the planning process. The county has partnered with Zencity as part of the county's strategic planning process so the library sent Zencity information to create a survey. It will hopefully be sent out for review in mid-February. With the county also working on strategic planning there will likely be some overlap with Community Development and Parks & Rec. Dr. Brown is creating staff focus groups to determine their vision, and would like a focus group with board members outside of the normal meetings.

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The library services versus paid services message has been very popular on social media. Extending the hotspot checkout length has also been popular and is outweighing the lengthened hold list.

## **Old Business**

### *Library Board of Trustee Bylaws*

Dr. Brown will make the suggested amendments to the board's by-laws and send them out to board members for review in preparation for approval at the next board meeting.

## **New Business**

### *Strategic Planning Focus Group*

Dr. Brown proposed creating a board focus group that will meet outside of normal board meetings.

## **Adjournment**

With thanks expressed to Dr. Brown and there being no further business, the meeting adjourned at 4:41 pm. The next regular meeting will be held on March 23, 2023, at the Fishersville Library at a time to be determined.

Secretary