



FROM: J. Brown
SUBJECT: LIBRARY BOARD MEETING

**The Regular Meeting of the
AUGUSTA COUNTY LIBRARY BOARD
will be held
Thursday, March 28, 2024,
at 6:00 p.m.
at the
Fishersville Main Library
Fishersville, VA**

**Please RSVP to the library by 5 p.m. on the
Monday before the meeting date.**



AGENDA

Regular Meeting of the AUGUSTA COUNTY LIBRARY BOARD

March 28, 2024

1. Call to order
2. Minutes
 - a. January 2024 Minutes
3. Friends of the Augusta County Library Foundation Report
4. [Director's Report](#)
5. Old Business
 - a. Board member succession planning
6. New Business
 - a. [Review & Reconsideration Policy & Procedure](#)
 - b. [Request for Reconsideration Form](#)
7. Confirm next meeting date: May 23, 2024
8. Adjournment

TABLE OF CONTENTS

1. [Meeting Minutes](#)
2. [Friends of the Augusta County Library](#) Foundation
3. [Statistics](#)
4. [Finances](#)
5. [Director's Report](#)
6. [Resignations](#)
7. [New Hires](#)
8. [Library Board of Trustees 2024 Meeting Schedule](#)

January 2024 Meeting Minutes

PRESENT: Doran Stegura
Melody Reynolds
Carol Turrentine
Alex Davis
Betsy Curry
Kathleen Cavender, Foundation Liason
Dr. Jennifer Brown, Director

ABSENT: James Stewart

VIRGINIA: At a Regular Meeting of the Augusta County Library Board held at the Churchville Branch Library Churchville, Virginia on January 25, 2024, at 6:00 p.m. and in the 247th year of the Commonwealth. . . .

Call to Order

The board meeting was held in person.

The meeting was called to order at 6:00 pm by chair, Doran Stegura.

Minutes

The minutes from the July 27, 2023 meeting were discussed. Betsy Curry wanted to ensure Mt. Solon was represented in the list of localities of participants who were at the Summer Lawn party. A motion was made by Carol Turrentine to approve the minutes with the above-mentioned comment included in the January 2024 meeting minutes. Alex Davis seconded the motion and the motion passed unanimously.

Friends of the Augusta County Library Foundation

Kathleen Cavender presented updates related to the Friends of the Augusta County Library Foundation, including the following projects that are in progress:

- Website Updates

Churchville • Craigsville • Deerfield • Fishersville • Middlebrook • Stuarts Draft • Weyers Cave
1759 Jefferson Hwy. Fishersville, VA 22939-2260 • 540-885-3961 • www.AugustaCountyLibrary.org

[Table of Contents](#)

- Playground Project: The Ballfield is interested in working on the project as a shared space with a pavilion and playground that is accessible. The next steps include getting the county on board with the project. This will be the first Foundation project.

The next meeting will be Thursday, March 8, 2024.

Director's Report

The following updates were given:

- Update on the moisture and pest issues with the crawlspace at the Fishersville location. Orkin came back out to check on the status of the moisture issue, which continues to be an issue. Additional foundation companies have been contacted to provide their opinion and recommendations.
- We met with the county maintenance department to delineate roles and responsibilities
- Moving forward with preventative maintenance contracts for the HVAC units at Fishersville Main
- Three out of eight of the HVAC units were shut off due to bad heat exchanges that mostly effective staff areas. \$7,000 fix that was covered through the capital depreciation fund
- Cleaning out the basement for better space and organizational use
- Cricut will be made available to the public at Fishersville Main
- Churchville Branch Manager vacant.
- Co-manager hired for Craigsville for redundancy
- Craigsville has been receiving additional materials delivery once per week
- Pam Carter gave 4 additional hours for Craigsville, and it has been going well
- Digitized photos at Craigsville as a pilot for future projects and local history repository
- Deerfield usage has continuously dropped. We are looking at different service models out there, getting input from the community to have conversations about what they need in the community.
- The Deerfield collection will be significantly decreased and will be focusing on collection development that resonates with the community.
- Middlebrook, circulation and program use continue to increase. They are receiving an additional delivery of materials, which is increasing circulation and holds fulfillment. Communication with a community member who is interested in seeing increased hours for the Middlebrook location.
- Carolyn Bragg in Stuarts Draft funded a part-time library aid position. It has an impact on the amount of programming that we are making available and has

allowed them to promote services more widely. We should have a better idea of what the overall impact has been thus far in the spring.

- Stuarts Draft - we are looking at how to use the space there more efficiently. They need a bigger collection. A consultant stopped by from Library Furniture International to provide options for flexible spaces.
- Carolyn Bragg funded a memory lab for Stuarts Draft. We have piloted it and had an intern to help build the procedures for that and we hope to make that available to the public soon.
- Weyers Cave has also been busy. Foot traffic and circulation have increased. One of the comanagers there resigned due to health concerns. We are moving forward with a new hire soon. In the future, we can see expanding hours, collection, and additional support in the future.
- Debbie retired in October. We are looking to split the Assistant Director position into two locations, as a Public Service Manager. This will create additional support and coverage for the smaller locations. We are looking at having them housed at different locations other than Fishersville since they will be
 - Documenting internal processes for knowledge management
 - Evaluating our current organizational structure
 - Looking for ways to handle courier internally for FY25
 - Future vacancies for Board of Trustees positions. Have been asking staff for recommendations so we can hopefully have some sustainability and overlap.
 - Current and future budget meetings
 - Presentation to Board of Supervisors in February. We will be changing the strategy for the presentation to bring awareness to what it takes to run a library, staffing challenges, building challenges, cost of materials, etc. Focusing on the needs of the libraries.
 - The Board of Supervisors approved funding for HR to contract out for a compensation study. This seems to be a regional trend.
 - State of book challenges in the region.
 - Discussion around health and morale.
 - Discussion around Augusta Correctional Facility and the challenges/opportunities to support the Craigsville community
 - Discussion around FACLF Bookstore complaints. If somebody has a problem with the material, it would function much like a retail store.

Old Business

No old business to discuss

New Business

Proposed FY25 Budget

Dr. Brown walked the Board of Trustees through the budget documents and went into detail regarding the various positions that are being asked for and what each line item means, different revenue streams, etc.

Carol asked questions related to competition for budget funding. Doran asked questions regarding pushback on asks. Dr. Brown explained past budget processes and gave examples of instances where requests were not approved.

Betsy asked questions related to the new assessment and where the County is with that process. Dr. Brown indicated that she didn't know if the assessment would impact the FY25 budget.

Kathleen asked if there was anything the library needed in terms of advocacy. Dr. Brown mentioned talking with the Board of Supervisors about priorities. Last fiscal year, this strategy helped fund the Stuarts Draft position and the extra hours for Craigsville. Once the budget is released to the public, ACL will know where they stand as a department. The budget will be open for public comment, which is a time when advocacy will be helpful.

Doran moved to approve the budget as presented. Carol seconded the motion. The motion was passed unanimously.

Confidentiality of Library Records Policy

Carol moved to approve the policy as presented. Alex seconded the motion. The motion was passed unanimously.

Website Policy

Alex moved to approve the policy as presented. Melody seconded the motion. The motion was passed unanimously.

Reference Policy (Withdraw)

Carol moved to withdraw the reference policy. Melody seconded the motion. The motion was passed unanimously.

Revisiting Reconsideration Policy and Request for Reconsideration Form

Carol requested that we review and discuss the Reconsideration Policy and Request for Reconsideration Form as book challenges continue to move down the Valley.



Discussion around current lessons learned and best practices since the policy was last reviewed.

The policy has been tabled until the March 2024 meeting.

Adjournment

With thanks expressed to Dr. Brown and there being no further business, the meeting adjourned at 7:21 PM. The next board of trustees meeting will be held on March 28, 2024, at the Fishersville Library at 6:00 PM.

Secretary

Friends of the Augusta County Library Foundation

[December 2023 Meeting Minutes](#)

Statistics

[FY23-24 Comparative ACL Stats](#) (Multiple tabs)

Finances

[Expenditure Summary December 2024](#)

[FY24 Approved State Aid](#)

[Expenditure Summary January 2024](#)

[FY24 County Budget Approved](#)

[Expenditure Summary February 2024](#)

[FY25 Proposed County Budget](#)

Director's Report

[Media Mentions](#)

Overall Health of the Library

[FY23-24 Comparative ACL Stats](#) (Multiple tabs)

Virginia Library Leadership Academy

- In-person workshop completed 3/10-3/13

Virginia Public Library Director Association - President as of 3/21

- Created orientation for new library directors

Attending Focus Groups for the following:

- Comprehensive Plan
- Economic Development Strategic Planning

Memory Lab:

- Completed manual for staff assisted and self-directed options
- Delivered equipment to the station
- Next steps: Press release announcing the service

National Library Week:

- April 7-April 13

Augusta County Library:

- FY25 Budget Meetings
- Recruitment and onboarding of Churchville Branch Manager
- Onboarding of Weyers Cave Co Library Station Manager
- Fine-tuning job descriptions for the compensation study
- Emergency Response Planning with the County Emergency Coordinator
- Soft recruitment for the Public Services Manager Position
- Reorganization of two departments
- Basic programming supplies to all locations
- Eclipse - April 8th

Churchville:

- Sustaining library services without a branch manager

Craigsville:

- Foundations for Summer Food Program
- Continuing to identify opportunities to support the community during the Correctional Facility closure

Deerfield:

- Community meeting - 3/20
- Collection maintenance

Fishersville:

Churchville • Craigsville • Deerfield • Fishersville • Middlebrook • Stuarts Draft • Weyers Cave
1759 Jefferson Hwy. Fishersville, VA 22939-2260 • 540-885-3961 • www.AugustaCountyLibrary.org

[Table of Contents](#)

- Uneven floor
 - Structural Engineer to come in to take more precise measurements
 - Nielsen to do additional floor repairs in the children’s and circulation area
- Moisture in the crawlspace
 - Obtained second and third opinions
 - Next step: presenting to the County
- HVAC Heat Exchangers
 - Work complete
- Collection maintenance of the adult collections
- Quarterly Reentry Fair
- Wilson Schools Art Expo

Middlebrook

- Looked at the old Riverheads Elementary School as a potential space
- Discussed with staff the need for planning time. Current hours only allow for service delivery
- Added computers to the children’s section
- Utilizing laptops
- Riverheads Art Expo
- Increased foot traffic
- Space limitations

Stuarts Draft

- Rearranging space to increase collection footprint and increase staff safety
- Organizing supplies
- Increased program offerings

Weyers Cave

- Onboarded new co-station manager
- Working to get a Public Catalog computer so patrons can look up materials on their own

Outreach & Community Engagement

- Bringing library services regularly to:
 - Montague Terrace
 - Verona Community Center
 - Assisted Living Facilities
- Virginia Employment Commission
- Community Foundation - This is Home display

Strategic Action Plan

Community Focused

We focus on what makes each community unique	Our programs and services reflect the interests of the community	We acknowledge the diverse experiences and needs in our community and reflect	We build partnerships with community organizations with similar missions
--	--	---	--

		that diversity	
--	--	----------------	--

Accessible

We identify and break down barriers to access	Our buildings are accessible to persons of all abilities	We will increase access to resources throughout the whole county	We ensure equal access to basic library services at all locations county
---	--	--	--

Capacity Building

We identify the resources needed to be a community-focused organization	We leverage community partnerships to work smarter, not harder	We streamline and identify technological solutions for internal processes	Our facilities are flexible and meet the usage needs of the communities they serve
---	--	---	--

Awareness & Advocacy

We promote library services of interest to different audiences	We demonstrate to the community that we are more than just books	We focus on the library's impact on the community	We identify and build relationships with library allies
--	--	---	---

Sustainable

We identify core library services and the resources needed to sustain them	We make resource decisions that reflect the community's value of preservation and environmental sustainability	We provide opportunities for users to learn and practice sustainable behaviors	We recognize the library's role in supporting social and community goals
--	--	--	--

User Focused

We put people first and are welcoming to all	We leverage our customer service strength to continue to build personal relationships	Library staff are empowered to ensure users walk away with the resource they need in the time they need it	We are flexible and proactive in identifying and responding to user needs
--	---	--	---

Resignations

New Hires

Part Time Weyers Cave Library Station Co-Manager

Full Time Churchville Branch Manager

Proposed FY25 Budget

[FY25 Proposed County Budget](#)

[FY25 Proposed State Aid](#)

2024 Meeting Schedule

Date	Location
January 25, 2024	Fishersville
March 28, 2024	Fishersville
May 23, 2024	Fishersville
July 25, 2024	TBD
September 26, 2024	Fishersville
November 21, 2024	Fishersville