



FROM: J. Brown
SUBJECT: LIBRARY BOARD MEETING

**The Regular Meeting of the
AUGUSTA COUNTY LIBRARY BOARD**

will be held

Thursday, November 21, 2024,

at 6:00 p.m.

at the

Weyers Cave Library

Weyers Cave, 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
November 21, 2024

1. Call to order
2. Minutes
 - a. October 2024 Minutes
3. Friends of the Augusta County Library Foundation Report
4. Director's Report
5. Old Business
 - a.
6. New Business
 - a. Budget Process
 - b. 2025 Meeting Schedule
7. Confirm the next meeting date: January 23, 2025 - Location?
8. Adjournment

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October 2024 Meeting Minutes

PRESENT:

Scott Alleman
Carolyn Coop (Chair)
Alex Davis
Rebecca Lamb
Tonaly Pennington (Vice Chair)
Susan Thacker
Kathleen Cavender, Friends of the Augusta County Library Foundation

ABSENT:

North River Rep (Vacant)

VIRGINIA: At a Regular Meeting of the Augusta County Library Board held at the Fishersville Main Library Fishersville, Virginia on October 3, 2024, at 6:00 p.m. and in the 248th 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 Carolyn Coop.

Minutes

The minutes from the July 25, 2024 meeting was discussed.

A motion was made by Scott Alleman to approve the minutes from the July 2024 meeting as presented. Rebecca Lamb seconded the motion and the motion passed unanimously.

Friends of the Augusta County Library Foundation

Kathleen Cavender shared the following information:

- Booksale is doing well. Lots of organizing materials that are being weeded from the collection.
- Working toward making the Fishersville Library a destination by creating an outdoor pavilion space
- Dr. Seaton, Wayne Board of Supervisor earmarked funds from his infrastructure fund to conduct a survey of the land.
- Reported the possibility of utilizing Valley Technical school as a partner in building the structures

Director's Report

The director's report was circulated in the board packet before the meeting. Dr. Brown reiterated the following information:

- HVAC at Fishersville Library experienced some difficulty during the summer, with the Admin offices freezing, humidity issues in the programming room. Public Services Manager worked through the issues and they seem to be resolved
- During Hurricane Helene Churchville, Fishersville, and Middlebrook Libraries experienced roof leaks. Fishersville Library experienced flooding in the basement.
 - Leaky roof at Middlebrook is a known issue and continue to work with the landlord to have the roof replaced
- FY24 Stats of note
 - Physical circulation is slightly down
 - Electronic resources, circulation is up, about a quarter of our total circulation. This means we will continue to reprioritize funding, as ematerials are more expensive
 - Circulation up at Weyers Cave, Stuarts Draft, and Middlebrook
- Staff continuing to cart deliveries of books to outer locations such as Middlebrook, Craigsville, and Deerfield, otherwise, deliveries only occur once a week
 - Plan to continue to advocate for internal courier service during the budget season
 - Discussion ensued around the need for additional County vehicles to provide internal courier service and the need to advocate for those resources
- Working on getting location managers who work 6+ hours at locations a meal break, by closing the building during the day for 30 minutes, much like pharmacies and post offices currently do.

Old Business

Board of Trustees Emails

All members reported using the trustee's emails that were set up under the Augusta County Library email domain. Scott Alleman indicated he has not set up his email address yet, but will by the next meeting.

Some trustees members indicated they had difficulty setting up their email and signatures and worked with the Library IT Specialist to get that done.

Reporting FOIAable Conversations

Dr. Brown presented information regarding questions about how to report conversations with community members who have questions about library business. The County FOIA Officer provided information via email about procedure and indicated that if a record or information is provided to the community member in the moment, that there is no mechanism for reporting that conversation. The County FOIA Officer indicated this is inline how the sheriff's department handles requests for records such as a police report. They provide the report in the moment, but do not record the transaction.

Tonaly Pennington asked a question regarding how to advocate for their community. Dr. Brown indicated that Library Board of Trustees members have the ability to meet with community members to gain feedback and to meet with their Board of Supervisors member to advocate on behalf of their community. Further discussion around what constitutes a public meeting, informing Library Board of Trustees that any time three or more members meet, that is considered a meeting, and may violate Open Meeting Law.

New Business

Budget Process

Dr. Brown indicated she would provide an overview of the budget process during the November meeting, as the County budget proposal season will begin in late November/early December.

Next Meeting Date

The Board discussed the date, time, and location of the next meeting and agreed to meet at the Weyers Cave Library on Thursday, November 21, 2024 at 6:00PM.

Adjournment

With there being no further business, the meeting adjourned at approximately 6:28 PM. The next board of trustees meeting will be held on November 21, 2024 at the Weyers Cave Library at 6:00 PM.

Secretary

Friends of the Augusta County Library Foundation

[September 2024 Meeting Minutes](#) (will be voted on during the December meeting)

Finances

[Expenditure Summary June 2024](#)

Expenditure Summary July 2024 (have not received)

Expenditure Summary August 2024 (have not received)

Expenditure Summary September 2024 (have not received)

Expenditure Summary October 2024 (have not received)

[FY25 Approved County Budget](#)

[FY25 Approved State Aid](#)

Director's Report

[Media Mentions](#)

Statistics

[FY24-25 Comparative ACL Stats](#) (Multiple tabs)

Virginia Library Association: Virginia Library Leadership Academy

- In-person workshop completed 3/10-3/13
- Mentorship portion asynchronously

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- Meeting monthly with a mentor group

Virginia Library Association: Conference

- Presented a session entitled: Asking the Right Questions and Getting to Yes!: Transforming the Virginia Library Leadership Academy (VALLA)

Virginia Public Library Director Association - President as of 3/21/24

- Created orientation for new library directors
- Transitioned organizational documents from a Wiki to Basecamp for knowledge sharing
- Planning the Spring 2025 meeting

SAW Housing Summit

- Hosted a meeting with organizations who have resources for community members experiencing housing challenges, to get a resource list by the winter of Emergency Housing Services
 - Organized the list based on the criteria of each resource and added it to the website as a page for Essential Community Resources so both library staff and community members can find the information they need
 - In the future we will be making the page more interactive by creating a kind of decision tree, however we wanted to get the resources available to staff before the cold months start
- Attended the working group meeting on Housing Stability
 - Presented the Essential Community Resources page to the group, which is now a sub-group working on resources
 - Adding members to Basecamp for a centralized way to share information and work on the project together
 - Currently asking partners to review the list and determine where the gaps in the list are and where they should be located
 - Will be creating a half-page flyer with a QR code so the resource list can be distributed to folks who may need access to these resources.

Augusta County

- Augusta County Comprehensive Plan
 - Invited by Community Development to attend focus groups and to provide feedback on the draft versions of the plan
- Augusta County Leadership
 - County Admin is leading Augusta County leadership through some mission, vision, and values exercises to ensure we are all on the same page and working toward the same vision across the county, regardless of department

Augusta County Library

- Presented to the Board of Supervisors on the FY24 and Summer 2024 successes the Augusta County Library experienced
 - Provided each member with a copy of [this handout](#)
- Organizational Focus
 - Lots of change and reorganization over the last couple of years

- Planning on spending the next year focusing on staff and acclimating to the changes
- Scheduling meeting with each staff member and their supervisor to review their role within the organization and how their work fits into the bigger picture
- All staff will be going through the onboarding training that has been streamlined, to make sure all staff have the same foundational information regarding library services and resources
- Back to Basics will be the focus for 2025
- Documenting internal processes
- Staff development day scheduled for Monday, December 9th. We will be closed to the public that day
 - Will be focusing on interpersonal relationship and community building.
 - Trainings and activities have been scheduled and we are finalizing the day
- Quarterly location meetings have been occurring regularly since August.
- Regular Cleaning
 - Currently contract out for cleaning services.
 - Some locations are only being cleaned every other week
 - Researching how often we should have cleaning services, so it does not take up the limited time staff have
- Working with County Emergency Management on a plan for how to keep location managers safe, as they are typically the only staff person in the building.
- FY25 Budget
 - Still waiting to hear if our request for a new vehicle has been approved
 - Originally submitted a request for a transit van to act as a bookmobile. Our needs have since changed and I sent a proposal to County admin for roughly the same amount for two Chevy Trailblazers so Public Service Managers have a dedicated vehicle for traveling to other library locations throughout the county, and to also bring deliveries of resources and supplies to locations.
 - Received funding for the moisture issue in the crawlspace at the Fishersville Library to be fixed, including electrical work for installing dehumidifiers
- FY26 Budget
 - Beginning to put together the next proposed budget and will have a draft for you
 - Typically have to submit information to the County in December and will have meetings with County Admin

Churchville:

A patron visited the library seeking help in handling a yellow jacket nest on their porch. Kris was able to direct them to a professional who could assist. The patron returned to the library and thanked Kris for her help. The patron said, "You were very, very helpful. Both of you are always very helpful. This is a great library." A member of the new Bookworms book club brought a friend who had never been to the Churchville library and towards the end of book club the friend said, "Oh, I'm going to love this club!"

Someone came into the library after returning from North Carolina where they volunteered to assist with the aftermath of hurricane Helene. They spoke with Kris at length about their experience and broke down crying. Afterwards, they thanked Kris for listening and allowing them to decompress after such an intense experience.

A patron returned after we helped them print a form and said, "Thank you, thank you, thank you!!! Librarians are awesome and they need to hear it more than they do. Everyone here has always been very helpful and I would have been lost without your help today." Rescue squad used parking lot next to baseball field as a staging area for a life flight to land and pick up someone experiencing a medical emergency. Two young patrons and their parent sat inside the library and watched the helicopter land. They have family friends on the rescue squad. It was a good moment for all to remember our community helpers.

We hosted Trick-or-Treat at the library and saw 3 Spidermans, 1 Deadpool, 4 Weasley siblings, 1 Pumpkin, 1 Harry Potter, 4 Sports players, 1 Cat, 5 Princesses, Finn & Jake from Adventure Time, 2 Dragons, 1 Doctor, 4 Grim Reapers, 1 Reptile, 2 Dinosaurs, 1 Scientist, 2 M&Ms, 1 Hippie, 2 Chickens, 1 Hotdog, 1 Pirate, 1 Chef, 1 Robot, 1 Cowboy, 1 Firefighter, 1 Clown, 1 Spider, 1 Alien, 1 Dog, 1 Bull Rider, and 1 Construction Worker.

- Roof and smaller maintenance tasks are on the radar of maintenance
- [FY24 Churchville-specific report can be found here.](#)

Craigsville:

- Cash box procedure updated, safe installed
- Lots of community energy towards annual Christmas events
- [FY24 Craigsville-specific report can be found here.](#)

Deerfield:

- First Mobile Health clinic 11/4—big success 22 people
- Kicked maintenance and cleaning into gear
- Outreach with Ruritans and Augusta health more engagement with programming
- [FY24 Deerfield-specific report can be found here.](#)

Fishersville:

- Cleaning out the basement and supply closets to determine what kind of space we currently have and rethinking how it can be utilized
- [FY24 Fishersville-specific report can be found here.](#)

Middlebrook

- Landlord finally replaced the roof
- [FY24 Middlebrook-specific report can be found here.](#)

Stuarts Draft

- New Circulation Desk arrived. One piece was the incorrect color, so we are waiting on the correct piece to be delivered.
- New Friday hours began 11/15
- Issue with a patron on the computers
- [FY24 Stuarts Draft-specific report can be found here.](#)

Weyers Cave

- Lines for parking spaces have been painted. Patrons and staff are ecstatic!

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- Issue with a patron giving the location manager an inappropriate note

- [FY24 Weyers Cave-specific report can be found here.](#)

Outreach & Community Engagement

- Working on documenting outreach procedures
- Bringing library services regularly to:
 - Montague Terrace
 - Verona Community Center
 - Assisted Living Facilities
- Staunton Pride
- Live in the Heartland
- Senior Health Fair
- School tours
- Preschool presentations

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 that diversity	We build partnerships with community organizations with similar missions
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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
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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
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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
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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
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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
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Vacancies

N/A

New Hires

N/A

2024 Meeting Schedule

Date	Location
January 25, 2024	Fishersville

March 28, 2024	Fishersville
May 23, 2024	Fishersville
July 25, 2024	Fishersville
October 3, 2024	Churchville
November 21, 2024	Weyers Cave

2025 Meeting Schedule

Date	Location
January 23, 2024	
March 27, 2025	
May 22, 2025	
July 24, 2025	
September 18, 2025	
November 20, 2025	