

October 2024 Meeting Minutes

PRESENT:

Scott Alleman
Carolyn Coop
Alex Davis
Rebecca Lamb
Tonaly Pennington (Vice Chair)
Susan Thacker (Chair)
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 Susan Thacker.

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.

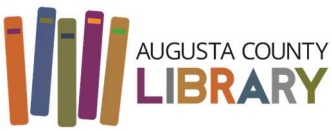
Tonaly Pennington asked a question regarding how to advocate for their community. Dr. Brown indicated that Library Board of Trustees members have the ability to meet with community members to gain feedback and to meet with their Board of Supervisors member to advocate on behalf of their community. Further 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