



FROM: J. Brown
SUBJECT: LIBRARY BOARD MEETING

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

will be held

Thursday, July 27, 2023

at 6:00 p.m.

at the

Churchville Branch Library

Churchville, VA

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

AGENDA

Regular Meeting of the
AUGUSTA COUNTY LIBRARY BOARD

July 27, 2023

1. Call to order
2. Minutes
 - a. [June 2023 Minutes](#)
3. Friends of the Augusta County Library Foundation Report
4. [Director's Report](#)
5. Old Business
 - a. Joint Library Board Meeting 9/20
 - b. [Strategic Priorities Draft](#)
 - c. [FY 2024 Admin Strategic Priorities & Action Plan](#)
6. New Business
 - a. [Smoking Policy](#)
 - b. [Community Bulletin Board Policy](#)
7. Adjournment

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June 2023 Meeting Minutes

PRESENT: Doran Stegura
Melody Reynolds
James Stewart
Carol Turrentine (Zoom)
Alex Davis (Zoom)
Betsy Curry (Zoom)
Dr. Jennifer Brown, Director
Debbie Sweeney, Assistant Director

ABSENT: Kathleen Cavender, Foundation Liason

VIRGINIA: At a Regular Meeting of the Augusta County Library Board held at the Stuarts Draft Library Station Stuarts Draft, Virginia on June 08, 2023, at 5:30 p.m. and in the 246th year of the Commonwealth. . . .

Call to Order

The board meeting was held in person and via Zoom.

The meeting was called to order at 5:33 pm by chair, Doran Stegura.

Minutes

The minutes from the March 23, 2023 meeting were approved as submitted.

Friends of the Library

As reported in the March board meeting the Friends and Foundation merger is complete. The by-laws were voted on and approved at their June meeting. Several sub committees were formed to work on the Friend's website, finances, membership, a memorial project, and identifying and positioning a small desk for Friends' staff to work at in the library. Relocation of the Friends' book sale to the library's basement kitchen is complete. Candida Clark attended a Community Foundation meeting with Dr. Jennifer Brown where the library received a \$1,000 grant.

Ms. Stegura reports the new Friends' president, Kathleen Cavender, has infused a lot of energy into the organization. The Friends' acronym will change from FOL (Friends of the Library) to FACLF (Friends of the Augusta County Library Foundation). They are sorting out the merger and then will focus on outreach to the community. They especially need structure for giving options. The idea of a scholarship has been discussed to memorialize or honor someone (likely Jeanne Pitsenberger).

Director's Report

Dr. Brown highlighted elements from the director's report included in the Board Packet. There have been several recent building challenges. Some sections of the floor in the children's area have sunk far enough to create tripping hazards. County Maintenance put up safety cones and caution tape in the young adult room and library staff added caution tape on the floor to indicate dangerous areas. Inspection from the county's structural engineer revealed the proper structural supports were not used during the phase I construction. This was compounded with moisture, fungal, and insect issues. The insect, moisture, and fungal issues have been treated and the construction company that did the original work will correct the construction issue free of charge. The library is closing June 8 and 9 for the construction repairs.

Dr. Brown was pleased to report several recent successes. The repairs to the loading dock are complete and the Little Free Food Pantry/ Library, in collaboration with The Neighbor Bridge, is also complete. Over 600 pounds of food have been given out since April. The National Library Week celebration went well and funds from a grant given by The Community Foundation will be used for a memory lab, flexible spacing, and creator technology.

Carolyn Bragg provided funding from her infrastructure budget for a part time library aide position for the Stuarts Draft library. Pam Carter awarded the library funds from her infrastructure budget to add four more hours to the Craigsville Library Station schedule. Craigsville will also have a food program this summer. Twenty-five meals will be given out on Wednesdays through the end of July.

The library is providing the Books on Wheels program this summer to 40 participants. They will receive four rounds of books with delivery every other week.

The draft of the library's strategic plan is complete. Library staff are very happy with the acquisition of Library IQ. It has robust reporting as well as community demographic information that greatly aids in collection development. Concerning programming,

storytime offerings have increased at Weyers Cave and Stuarts Draft. A third storytime will be added at Fishersville in the fall. Dr. Brown is currently working on a work analysis project with staff to better advocate for resources.

Dr. Brown is currently a member of the Virginia Library Association's leadership academy task force. She is serving as vice president of the Virginia Public Library Directors Association (VPLDA) this year and will be president next year. An outcome from Dr. Brown's community conversations these past few months is the recognition that community memory and knowledge is being lost. The Community Foundation grant will fund the creation of a memory lab where oral histories can be recorded, photos can be scanned to digital format, and VHS tapes can be transferred to DVDs or MP4s.

Jennifer Switzer announced her resignation on June 8, 2023. Her last day is June 30.

Old Business

None.

New Business

Meeting Room Policy

Policy approved with the correction of FOL to FACLF.

Library Card & Account Policy

Policy approved as submitted.

Strategic Priorities Draft

Final document to be voted on in July.

Joint library board meeting

Dr. Brown will coordinate scheduling a joint meeting of Friends, Foundations, Trustees, and the Talking Book boards for the Augusta, Staunton, and Waynesboro libraries to be held in September, 2023. Time and location to be announced.



Adjournment

With thanks expressed to Dr. Brown and there being no further business, the meeting adjourned at 6:16 pm. The next regular meeting will be held on July 27, 2023, at the Churchville Branch Library at 6:00 p.m.

Secretary

Friends of the Augusta County Library Foundation

PLA Digital Literacy Grant - \$6,000

[June Meeting Minutes](#)

Statistics

[FY22-23 Comparative ACL Stats](#)

[Talking Book Center May 2023 Circulation Stats](#)

[Talking Book Center June 2023 Circulation Stats](#)

Finances

[Expenditure Summary May 2023](#)

[FY24 Approved State Aid](#)

Expenditure Summary June 2023

[FY24 County Budget Approved](#)

Director's Report

Overview:

- [Media Mentions](#)
- Summer Reading & Summer Lawn Party
- Books on Wheels Program
- Stuarts Draft Library Station
 - Process of hiring PT Library Aid
 - Sent a Doodle Poll to schedule the Stuarts Draft Focus Group meeting
- Craigsville Library Station
 - No Kid Hungry - providing 25 meals/week
 - Providing meals on Wednesdays during the summer at Craigsville Library Station
 - Additional 4 hours a week approved
 - Looking for somebody to split hours so we don't have to close as often

- Middlebrook & Deerfield officially hooked up to high speed, broadband internet
- Upcoming meeting with Maintenance and County Admin
 - Outline roles and responsibilities associated with county building maintenance

Community Engagement

- Goal: Maintain and sustain through the summer & pick relationship building back up in the fall
- Fall: Begin making connections with organizations that serve identified traditionally underserved communities in Augusta County

Funding

- Received the PLA's Digital Literacy Workshop Training Incentive Grant = \$6,000

Programming & Services

- All locations, with the exception of Deerfield are hosting at least 1-2 programs per week that encourage engagement, interaction, and socialization
- Starting to plan a Books by Mail program for adults
- Summer Books on Wheels
 - Provide books to struggling readers through a book delivery system
 - Focusing on highest need elementary schools
 - Clymore Elementary
 - Churchville Elementary
 - Craigsville Elementary
 - Wilson Elementary
 - Approximately 40 kids registered, with over 1,000 books delivered by the end of the program

Fishersville Building

- Structural work on the crawl space in the YA section has been completed
- Additional uneven floor concerns throughout the building

Overall Health of the Library

[FY22-23 Comparative ACL Stats](#) (Multiple tabs)

Strategic Plan Progress

- Departments are developing their FY24 action plans

Resignations

[Library Assistant II - Marketing Specialist](#)

New Hires

[PT Library Aid- Stuarts Draft Library Station](#)

[Library Assistant II - Marketing Specialist](#)

2023 Meeting Schedule

Date	Location
January 26, 2023	Fishersville
March 23, 2023	Fishersville
May 25, 2023	SDLS
July 27, 2023	CBL
September 20, 2023 (Joint)	Fishersville
November 30, 2023	Fishersville