

Staunton Public Library
ADVISORY BOARD MEETING
April 15, 2021

Call to Order, Attendance, and Presiding Officer's Remarks:

The meeting, held in person at the Gypsy Hill Gyn, was called to order at 4:30 pm by Cass Cannon.

Roll was called:

Board Members Present – Cass Cannon, Virginia Trovato, Randolph Bertin

Others Present – Library Director Sarah Skrobis, Friends of Staunton Library representative Kennon Bowen, City Council Liaison Steve Claffey

Absent – Josh Howard, Mark Peterson

Approval of Minutes:

Randolph made a motion to approve the minutes of the 18 March Meeting, which was seconded, and the minutes were approved unanimously.

Talking Book Center report

Virginia provided a brief update on the TBC, highlighting the following items:

- Positive review with Rockbridge United Way, which helps promote TBC.
- Steve O' Keefe joined the board, but TBC still searching for additional board members, including a Vice President.
- Creation of a PSA (Public Service Announcement) is in progress.
- Voted to send a letter to municipalities in our service area (cities of Staunton, Waynesboro, Lexington, and counties of Augusta and Rockbridge) requesting a return to full funding for the next budget cycle.
- Noted that TBC has won several local and national awards!

Cass requested information about TBC be provided to advisory board members that could be shared with prospective board members.

Friends of Staunton Public Library report

Kennon provided a brief update on the Friends as follows:

- \$1500 in membership dues have been received. The Friends are looking at simplifying the membership structure.

- Book Donations for the book sale have been strong.
- Financial processes are being reviewed for soundness.
- A scholarship has been paid out for a student enrolled at VCU. A staff scholarship (up to \$2000) has not been used.

Director's Report

Sarah recapped the past two month's activities at the library:

General

- Library continues to operate only with curbside service, which has experienced a seasonal slowing in the past month.
- All remaining staff members are back on board.
- Operating with extended hours, remaining open to 7 pm during the week.
- A few statistics were presented comparing the past year with the prior one – circulation is down 74% due to the pandemic, but digital circulation (e-books) are up 20%, cardholders are up 2% and interlibrary loan has also increased.
- Staunton Public Library is working together with Augusta to plan a physical re-opening on 26 April (Waynesboro opted out of joint planning), following a “soft” opening the prior week. Curbside and laptop checkout operations will continue.
- Looking at developing an outdoor program for families, as well as having a local focus on prizes for the summer reading program.

Councilman Claffey asked whether materials are still being quarantined. Sarah responded that they are following the current guidance from the American Library Association of 24 hours.

Virginia asked whether there is enough space available, and Sarah gave a positive confirmation.

Cass asked whether there are any maximum occupancy concerns. Sarah noted that there is a complicated formula for this, but looking at similar libraries, Staunton would have a safe operating capacity of about 65 to 85, and would be operating well below that level.

Advisory Board Handbook Discussion

Sarah apologized for forgetting to bring copies of the code of ethics for board members to sign. They will be available at the library after re-opening for anyone who wants to come by.

Randolph noted that trying to perform a self-evaluation as presented in the Handbook would not be particularly useful given the circumstances of the new board operating under the pandemic, but that it would be a good resource as a guide going forward.

Format of Future Meetings

Although the city council decided not to renew the emergency ordinance establishing remote access meetings, language in the state budget documents allow committees and boards to set their own meeting criteria. Board members expressed a general preference to meet via zoom.

Randolph made a motion that the Staunton Library Advisory Board meet via zoom until deciding otherwise, beginning with the next meeting. The motion was seconded and approved unanimously.

New Business

No new business was presented.

Adjournment:

Randolph moved to adjourn the meeting, which was seconded; the meeting concluded at 5:20 PM.

The next Library Board meeting will be 20 May at 4:30 PM to be held via zoom conference call.

Respectfully submitted,
Randolph Bertin