

Staunton Public Library
LIBRARY ADVISORY BOARD MEETING NOTES
July 21,2022

Call to Order, Attendance, and Recognition of Quorum

The meeting, held at Staunton Public Library, was called to order at 4:30pm by Randolph Bertin.

Roll was called

Board Members Present:

- Randolph Bertin
- Jason Clarke
- Rebecca Cochran
- Virginia Trovato

Others Present

- Library Director Sarah Skrobis
- City Council member Stephen Claffey
- Community visitor

Absent

- Mark Peterson
- Cass Cannon

A quorum was present.

Approval of Minutes

Randolph made a motion to approve the minutes of the 16 June 2022 Meeting, which was seconded. Minutes were approved.

Friends of the Library Report

Sarah provided an updated from the Friends, highlighting the following items:

- They are still taking donations for the library book sale through August. The book sale will begin Monday Oct 3 with preview night through Friday Oct 7.
- Friends newsletter is in production and will be out soon.

- There have been some improvements to the Meeting Room including a stage improvement and piano removal. Paint and possible lights will be included in the renovation.

Talking Book Center Report

Virginia presented an update on the TBC, highlighting the following items:

- Annual meeting was last month.
- Community Foundation and United Way donations are in process.
- The TBC is partnering with outreach organizations to promote the iBill readers- 9 out of 25 machines left.
- TBC users can receive one free Braille book per month as part of a program through the NLS.
- Three new members joined the TBC Board. Officers were elected.
- Restaurant night will be in October. Baja Bean will sponsor the event. No specific date yet.

Director's Report

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

- Ended the year with some great gains. Digital circulation remained level but overall circulation increased 55%. Childrens and teen circ went way up probably due to new programming for these populations.
- Computer use rose 167% this year. This is likely due to the new computers.
- Sarah mentioned other statistics that have risen, that have been detailed in the [last activity report](#).
- There are 5 staff vacancies with ongoing recruitment. The city is doing a pay and classification study to hopefully address the underpaid library staff.
- New bottle refill stations have been installed throughout the building.
- New fiscal year has begun with some challenges such as magazine vendor going out of business.
- The library continues to be a haven for community members seeking shelter from storms and heat waves. While there have been a few incidents involving city police and EMT services, overall the library is a safe and inviting place for all.

Discussion of Bylaws and Proposed Revisions

Based on our previous meeting, and the city attorney edits, Randolph announced the proposed amended bylaws. This means that at the next meeting, given a quorum, we will vote upon the changes.

There was some discussion over the idea of adding information to the bylaws that discuss and address public comments at a meeting. Jason suggested that we have a guidelines/procedures document, rather than the bylaws, to address topics such as public commentary. Sarah will

double check with the city attorney. While not a pressing need, it would be useful to know what other committees do.

Formation of a Capital Improvements Working Committee

- Research is being done on a timeline and structure for how this might work. Next month there will be a guest visitor who will answer questions about what the CIP process looks like.
- Discussion over who oversees a big project like building renovation. It would most likely go through public works with a city employee making sure things run smoothly.
- Sarah had previously emailed the board some useful and valuable resources regarding capital improvements. It is recommended that we all review these before our next meeting.

New Business

Criteria for re-opening the meeting room(s) for public use

- Staff time is the biggest issue with finding ways to get these rooms ready.
- Hopefully the rooms can be reopened in phases with the big meeting room first.

Other New Business

- Virginia suggests that library board members should meet with candidates in upcoming elections to promote and discuss their views on supporting the library.

Adjournment: Meeting adjourned at 5:15pm.

Respectfully submitted,
Rebecca Cochran