

Staunton Public Library
LIBRARY ADVISORY BOARD MEETING NOTES
August 18, 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.

Board Members Present

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

Others Present

- Library Director Sarah Skrobis
- City Council member Stephen Claffey
- Interim City Manager Leslie Beauregard
- Friends of the Library Representative Joy Ingram

Absent

- Mark Peterson

A quorum was present.

Approval of Minutes

Randolph made a motion to approve the minutes of the 21 July 2022 Meeting, which was seconded. Minutes were approved.

City of Staunton Capital Improvements Plan process

Ms. Beauregard presented on the process for implementing a Capital Improvements Plan (CIP). Highlights of the presentation included:

- Public Works would directly work with the Library on any projects. It is recommended that Sarah reach out to this department to get started.
- Step 1 would be to complete a Building Assessment that breaks down all the issues throughout to help inform the new study (similar to Wilmette Public Library). Engineering firms on contract through the city could be hired to complete this kind of report. It is recommended that Sarah connect with Public Works to get an estimate for the cost of this Assessment and to initiate first steps.

- Step 2 would most likely be to complete a newer overall Assessment that looks to the next five+ years for any CIPs. These are long-term plans. It is recommended to also break bigger projects down to smaller more manageable pieces, to help with budgeting and costs. This is something that would be completed through Public Works with a professional consultant.
- After these two Reports are complete, and the Library has some better ideas of what work actually needs to be done, as well as priorities, then we can begin to create plans for implementing the CIP and getting the public involved/excited.

Reports

Friends of the Library Report

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

- They are gearing up to do the October Book Sale
- An audit will be occurring soon.
- New newsletter coming out soon.
- Starting to talk logistics for the annual meeting on October 25. Local Virginia author Elizabeth Catte will be guest speaker.

Talking Book Center Report

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

- October 18 is the Dine Out Fundraiser, all day at Baja Bean and Split Banana. It is encouraged to eat out on this day to help raise money for the TBC.
- They will be partnering with the Friends to create bookmarks with the TBC logo for the book sale to help promote their services.

Library Director's Report

Sarah gave the following highlights in her report:

- Since our last meeting, they have hired and onboarded three new employees.
- There is a full schedule of events in September, with some indoor events.
- Meeting rooms have been cleaned out and rearranged for these library indoor events. Hopefully the rooms will be open to the public this fall but there are no specific plans yet.
- Email newsletter will be a little different looking because of the new software the city purchased.
- End of the summer book program ended in success with a pool party and Kona Ice in partnership with the Parks & Rec.
- City is undertaking the pay and classification study. Employees have been completing job profile surveys.

- With the extra unexpected \$23,000 in state aid, Sarah is hoping the Library can employ a Library Assistant III PR position. This will be presented to the City Council for approval.

Old Business

Approval of Edits to Bylaws

- Based on previous meetings and edits, the board approved the changes to the bylaws.

Capital improvements

- Cass has some resources and websites that will be helpful in our research and planning for this endeavor. She will email us these resources.
- Freewill.com is one idea that requires further research.

Public comment period procedure

- The Board discussed the proposed procedure for public comments at LAB meetings. We reviewed the document that was provided as a suggestion from City Attorney John Blair, which is based on what other boards and commissions do.
- There was some discussion about the time for the public comment period - whether it should stay at the end of the meeting or earlier in the agenda. It was decided to keep as is, with amendments to specific meeting agendas as needed.
- There was also some discussion on the length of speaking time (5 minutes) proposed. The School Board only has 2 minutes which is fairly short while City Council limits speakers to 3 minutes. Councilman Claffy suggests 3-4 minutes as adequate. The LAB all agreed that 3 minutes sounds fine and would like to adjust the policy to reflect that.
- It was also suggested to include a third part that includes language to specify that this is not a Q&A session.

New Business

Review of United For Libraries virtual conference

- Randolph had previously emailed an update of the virtual conference that he attended. He attended all three days and is happy to share ideas throughout the next several meetings.
- Cass attended a few fundraising ones.

Adjournment: Meeting adjourned at 5:48pm

Respectfully submitted, Rebecca Cochran