

Staunton Public Library
LIBRARY ADVISORY BOARD MEETING NOTES

January 19, 2023

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
- Mark Peterson
- Virginia Trovato

Others Present

- Library Director Sarah Skrobis
- City Council Member Michele Edwards
- Friends of the Library representative and President-Elect Howard Kator

All members were present.

Introductions

Mayor Stephen Claffey introduced new City Council Member liaison Michele Edwards. In addition, The Friends new President-Elect, Howard Kator, was introduced to the group.

Approval of Minutes

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

Reports

Friends of the Library Report

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

- The Friends are working on the budget. There has been a lot of thought going on about the budgeting process, with respect to upgrading, planning, fixing the leaking roof and other issues.

- Randolph told a funny joke in homage to Howard's microbiology background: "a month in the lab will save you a week in the library."

Talking Book Center Report

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

- TBC members attended a Virtual Blindness Expo and Braille on Demand order.
- They are working hard on the Braille e-readers. There has been a lot of training and professional development to help staff learn the tools. The Braille e-readers have been very cost-prohibitive but now the NLS is distributing them free of charge.
- The Board has wrapped up its December fundraising drive which went very well.
- Reviewing strategic planning and goals. They are looking for support and volunteers.

Library Director's Report

Sarah gave the following highlights in her report:

- Three more part-time resignations at the library (10 total since July 1). All positions have been filled now. Hard to keep librarians here due to salaries of part-time positions.
- HR has completed a staff survey but the results haven't been returned yet. This should hopefully help understand why there is so much turnover, and give insight into how to retain staff more effectively.
- In November, the city had a representative from the insurance company come through the library to identify issues of concern. They are working on some things to come into compliance such as pest control, tiles in the HVAC room, roof leak, and a few other things (such as additional exit signs).
- The library has launched a new chat reference service.
- Sarah shared a data comparison of this year to last year related to circulation. Compared to last year, the Library is on the upswing. Biggest increases were young adult circulation and digital circulation. Adult programming is up quite a bit as well. Overall circulation is up 18%. 820 new cards have been issued.

United for Libraries Report

Randolph presented highlights from his conference attendance. This month's update was on with these highlights on the topic of Practical Policy Management:

- Randolph talked about the difference between policies and procedures. Policies should be available to the public. Strong policies ensure smooth library operation, help address unreasonable behavior, create awareness of rules and regulation, and help manage the library.
- It's helpful to have a regular review of policies (they recommend every 3 years).
- Top policy categories they recommended: animal, children internet protection, circulation, code of conduct, collection development, confidentiality, emergency

closing, exhibits, gift/donations, internet and computer use, library card, meeting room, personnel, public posting and distribution, public comment, request for reconsideration of materials, social media, unattended child, weapons.

Staunton Library Foundation Report

- Cass reported no updates.

Gifts & Donations Policy

- The Board reviewed the updated Gifts Policy. Cass moved to affirm; Virginia seconded. The Board unanimously affirmed the update.

New Business

City Capital Improvements Plan (CIP) and Budget Update

- Michele Edwards strongly encouraged members to attend Council meetings to advocate for the library. The Council will be voting on the CIP in the spring so it's important to show our support.
- The plan is for a phased renovation approach. There is \$65,000 on the city budget that will hopefully pass in order for us to begin the building and space study.
- \$375,000 ARPA roof replacement is also in the budget. The roof is well overdue for a replacement and it is hoped that this will also pass.

Budget process update

- Sarah is still waiting on updates. She has submitted a request for a social media librarian position, but there have been no updates as yet.

Public Comment Period

- No community members were present.

Adjournment: Meeting adjourned at 5:38pm

Respectfully submitted, Rebecca Cochran