

Staunton Public Library
ADVISORY BOARD MEETING
October 15, 2020

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

The meeting, held via teleconference, was called to order at 4:35 pm by Josh Howard.

Roll was called:

Present – board members Josh Howard, Cass Cannon, Mark Peterson, Virginia Trovato, Randolph Bertin, Library Director Sarah Skrobis

Not Present – city council liaison Steve Claffey

Josh Howard recited the City's "Presiding Officer's Introduction".

Approval of Minutes:

Mark Peterson made a motion to approve the minutes of the 17 September Meeting, which was seconded by Cass Cannon, and the minutes were approved unanimously via roll call vote.

Talking Book Center report:

Virginia provided an update on the TBC as follows:

- The treasurer's report is still pending.
- The patron's report was completed.
- A staff member has departed; Sarah added TBC is in process of hiring a replacement.
- Virginia and Sarah attended the United Way grant application meeting.

Director's Report:

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

General

- A Draft of the FY 2020 report was presented.
- The library started off to a great year before interruptions due to the Covid-19 pandemic.
- Total program attendance increased over the prior year, primarily due to the ability to "attend" on a flexible schedule. Circulation is down overall, but access to digital materials is way up, as well as the number of "holds" processed.
- Sarah will provide her annual report to City Council at their next scheduled meeting.
- Operations have been relatively smooth, with generally good mask compliance, but there is a constant need to remind visitors to also cover their noses with masks.
- The library has almost 20,000 card holders, up over 5% from last year.
- There is a need to get creative with reminders to users to return items as fines are no longer in effect. 30 days beyond the due date is considered LONG overdue, and after another 20 days beyond that, items are considered LOST and must be paid for. The library is using mail to contact those with LOST items, rather than referring to a

collection agent. Out of a collection of 120,000 items, there are 650 overdue materials and 802 LONG overdue.

Comments and Questions raised by participants include:

- Randolph commended the library staff for their success, including all the adjustments in operations that had to be made due to the pandemic. Cass echoed this sentiment.
- Josh asked when the presentation would be made to city council (work session or regular meeting), and suggested that it would be great for the advisory board to support the library – calling in or attending the meeting in person. Sarah wasn't sure off-hand about the details, but indicated she would be attending via zoom.
- Virginia asked whether board members could zoom in as well and Sarah replied that members can listen live on-line and call in during public comment part of the meeting.
- Cass asked whether there would be a review or evaluation of the "No Fines" policy. Sarah responded that if so, it would not be based on this year's results because of disruptions due to Covid. Randolph confirmed that he has turned in items on time that become overdue as they wait in "quarantine" before being checked back in.
- Sarah added that the Friends of Staunton Public Library are renewing their activities with an annual meeting coming up on October at the Gypsy Hill gymnasium, and they will also move forward with their book sale at the same location. The Staunton Library Foundation also have an annual meeting coming up.

Behavior Policy:

Sarah presented the Behavior Policy, revised based on prior feedback. The document was adjusted to present a positive behavior statement where possible.

Josh moved that the board vote to affirm support of the proposed SPL Behavior Policy (Draft #2). Randolph Seconded the motion which was approved unanimously via roll call vote.

Sarah pointed out that notices of expected behavior published around the library would vary in wording, but be consistent with the adopted Behavior Policy.

New Business:

Josh opened the floor to new business. No additional issues were raised.

Adjournment:

Cass moved to adjourn the meeting, which was seconded; the meeting concluded at 5:06 pm.

The next Library Board meeting will be November 19 at 4:30 P.M.

Respectfully submitted,
Randolph Bertin