

FROM: N. HUTCHINSON
SUBJECT: LIBRARY BOARD MEETING

The Regular Meeting of the
AUGUSTA COUNTY LIBRARY BOARD

will be held

Thursday, January 22, 2026,

at 6:00 p.m.

at the Stuarts Draft Library

Please RSVP to the library by 5 p.m. on the Monday before the meeting date.



**AUGUSTA COUNTY LIBRARY
BOARD OF TRUSTEES MEETING
JANUARY 22, 2026 - 6:00 P.M.**

AGENDA

- I. Call to order
- II. Consent Agenda
 - A. Approval of November 2025 Minutes
 - B. [Upcoming Programs Report](#)
- III. Friends of the Augusta County Library Foundation Report
- IV. Director's Report
- V. Unfinished Business
 - A. [Memorandum of Understanding](#) - Board of Trustees & Friends of the Augusta County Library Foundation
- VI. New Business
 - A. Liaison with the Board of County Supervisors
 - B. Meeting dates for 2026
- VII. Adjournment



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November 2025 Meeting Minutes

PRESENT:

Susan Thacker	Middle River Representative (Chair)
Scott Alleman	Wayne Representative
Carolyn Coop	Beverley Manor Representative
Rebecca Lamb	South River Representative
Lisa Nanni-Messegee	Pasteurs Representative[1]
Kathleen Cavender	Friends of the Augusta County Library Foundation
Hailee Coleman	Interim Director, Augusta County Library
Jennifer Brown	Former Director, August County Library

ABSENT:

Linda Mohler	North River Representative
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VIRGINIA: At a Regular Meeting of the Augusta County Library Board held at the Churchville Library, Churchville, Virginia on November 20, 2025, at 6:00 p.m. and in the 249th year of the Commonwealth...

Call to Order

The board meeting was held in person.

Susan Thacker called the meeting to order at 6:00 p.m.

Consent Agenda

A motion was made by Rebecca Lamb to approve the consent agenda, which included the minutes and the upcoming list of programs. Scott Alleman seconded the motion, and the motion passed unanimously.

Friends of the Augusta County Library Foundation

- Kathleen Cavender presented the following information:
- The next meeting will be held on December 4, 2025 at 6:00PM where the library's budget will be presented and approved.
- Recommends having a member of the Board of Trustees be an ex officio member of the Friends of the Augusta County Library Board



- Working to get a fundraiser off the ground

Director's Report

The director's report was circulated in the board packet before the meeting.

Thacker and Lamb had questions about posts they had seen on the library's Facebook.

- 1) Winter Hours: Brown noted that winter hours had been in place for several years. This was implemented at specific locations because of concerns for staff safety due to the insufficient exterior lighting. These locations are operated by a lone staff member.
- 2) Nonfiction reclassification: Library staff have begun reclassifying the nonfiction collections from the Dewey Decimal System to BROWSER. This project has been in planning by staff for some time.

Old Business

Memorandum of Understanding

Kathleen Cavender reported that the Friends of the Augusta County Library Foundation updated a paragraph that was mentioned during the previous meeting.

Rebecca Lamb made a motion to table discussion of the Memorandum of Understanding until the January Board of Trustees meeting so the new library director can be involved. Scott seconded the motion, and the motion passed unanimously.

Bylaws Update

Jennifer Brown indicated that submitting the changes to the bylaws has been put on the back burner, but will get done in the next week to be submitted to the Board of Supervisors for approval.

New Business

Library Director Search

Susan Thacker outlined the process for recruiting for the new library director and indicated that a finalist has been selected.

Scott Alleman made a motion that the Library Board convene in closed session pursuant to:

(1)The personnel exemption under Virginia Code 2.2-3711(A)(1) [discussion, consideration, or interviews of prospective candidates for employment; assignment,



appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body]:

Library Director

Rebecca Lamb seconded the motion.

Carolyn Coop made a motion that the Library Board come out of closed session. Lisa Nanni-Messegee seconded the motion.

Upon reconvening in open session, the board of trustees certified by vote that only matters properly exempted and identified in the motion to go into closed session were discussed.

Next Meeting

The Board confirmed that the next meeting would be held on Thursday, January 22, 2026 at 6:00PM at the Stuarts Draft Library.

Adjournment

With there being no further business, Rebecca Lamb made a motion to adjourn the meeting. Scott Alleman seconded the motion, and the meeting adjourned at approximately 7:00PM.

Secretary



Director's Report

Administrative and Personnel

Departures - Pam has retired from her position as Bookkeeper after decades of service to Augusta County Library.

Staff have entered their first month in the new Time & Attendance software from the County; adjusting schedules and rotations to comply with the defined work.

FY27 budget due to the County Feb. 6.

Library Programs and Branch Highlights

Churchville Highlights

The library stayed busy this month with a mix of book discussions, creative programs, and behind-the-scenes work. Bookworms Book Club met to discuss *The Golden Spoon* by Jessa Maxwell, and the Churchville Book Club held its annual holiday luncheon off-site before rescheduling its regular meeting and discussing *The Hobbit* by J.R.R. Tolkien.

Hands-on programs were popular, with seven participants each at DIY Holiday Cards and the Knitting Group, which saw its highest attendance in many months. The Gingerbread House Workshop brought a small group together for a seasonal activity, and staff plan to adjust supply requests next year based on this experience.

Staff also completed collection reports, created new signage for the expanded Picture Book City area, and helped organize a toy drive in partnership with the Churchville Donation Station.

Fishersville Highlights



Library Aid Beth made two beautiful displays that welcomed patrons into the branch for December and January, coordinating the themes with holiday and winter reads.

Even with the holidays and school breaks, the branch was full of programs. Youth Services resumed their regularly scheduled storytimes. Librarian Keith created a well-attended drop-in celebration for *Diary of a Wimpy Kid's* 18th Birthday. Nineteen patrons of all ages also had a chance to read to cats for a Cat Storytime in partnership with the Staunton-Augusta-Waynesboro Animal Shelter.





Ben's weekly Fridays with Friends program continues to see excellent participation, with a variety of engaging themes such as a holiday gingerbread house craft, finger painting, karaoke, and more. The finger painting session was especially successful, with near-total participation and strong engagement from several attendees who do not typically take part in activities. Ben also represented the library for the Christmas parade and held a special library lab session on painting ornaments.

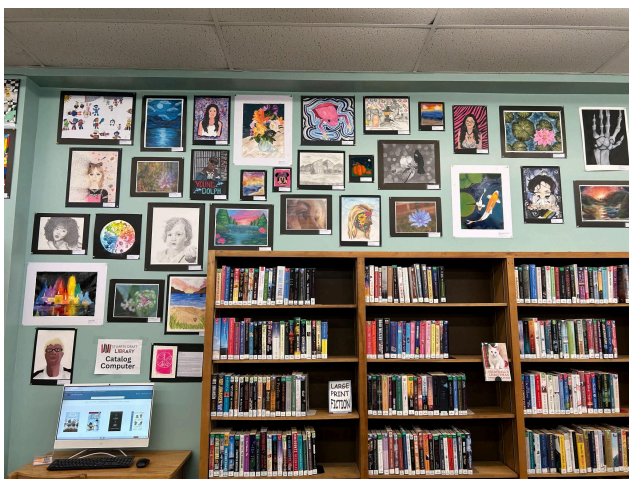




Keith also had a great turnout for DIY spices, where patrons had an opportunity to create their own blends. And the Tapestry Quartet drew a crowd ready to sing along to holiday favorites.

Stuarts Draft Highlights

SDLS engaged the community this month, including hosting the Stuarts Draft High School student art show, which showcases the creativity and talent of local students. The library also unveiled a newly donated display case honoring longtime Draft resident





Mrs. Martha Saplak, creating a dedicated space to recognize community art and special collections.

The month also featured a lively puppet show and one of the library's Tween Advisors reading to children. The programs brought stories to life and offered an engaging experience for families, reinforcing the library's role as a welcoming space for learning and community connection.

Partnerships

- Central Shenandoah Valley Reentry Council fairs are set for the following dates in 2026: March 26th, September 17th , November 17th.
- Librarian Keith established a monthly Cat Storytime and Read to a Cat program with the Staunton–Augusta–Waynesboro Animal Shelter to offer families and young readers a fun and welcoming way to build literacy skills.

Facilities and Maintenance

Churchville

HVAC Repair: On December 15, the HVAC unit serving the youth and staff areas shut down due to ice buildup caused by infrequent defrost settings during low temperatures. Young's Mechanical corrected the issue by adjusting the unit to defrost more frequently to prevent future shutdowns.

Middlebrook

Floor Repair: The entryway floor at Middlebrook buckles when stepped on (January 15). The lease holders are coordinating repairs.

Upcoming Library Programs and Events

All approved programs are located on the published [site calendar](#).
Planned programs are located [here](#).

Director Service

- Met with the directors of Staunton Public Library and Waynesboro Public Library to discuss consortium goals and the shared TLC system.
- Met with Augusta County leadership and department directors in Human Resources, Facilities, and Community Development to better understand how they help us sustain our services.
- Promoted library services at the Board of County Supervisors new member orientation.
- Worked with county HR and staff to implement new timekeeping software, with attention to rotating weekend and evening schedules.
- Met with the Talking Books Center supervisor to learn more about the ACL ex officio role and how the library supports the center.
- Collaborating with our in-house communications specialist, Cheryl, and Hybrid Studios on ADA compliance for the ACL website.
- Scheduled and began participating in director consulting calls with the Library of Virginia.
- Met with the ACL e-Rate consulting representative to discuss existing projects and bids.