



FROM: J. Brown
SUBJECT: LIBRARY BOARD MEETING

**The Regular Meeting of the
AUGUSTA COUNTY LIBRARY BOARD**

will be held

Thursday, March 20, 2025,

at 6:00 p.m.

at the

Middlebrook Library

Middlebrook, VA

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

A G E N D A

Regular Meeting of the AUGUSTA COUNTY LIBRARY BOARD

March 20, 2025

1. Call to order
2. Minutes
 - a. January 2025 Minutes
3. Friends of the Augusta County Library Foundation Report
4. Director's Report
5. Old Business
 - a.
6. New Business
 - a.
7. Confirm the next meeting date: May 22, 2025 - Craigsville Library
8. Adjournment

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January 2025 Meeting Minutes

PRESENT:

Susan Thacker (Chair)
Tonalyn Pennington (Vice Chair)
Scott Alleman
Carolyn Coop
Rebecca Lamb
Kathleen Cavender, Friends of the Augusta County Library Foundation

ABSENT:

Alex Davis
North River Rep (Vacant)

VIRGINIA: At a Regular Meeting of the Augusta County Library Board held at the Weyers Cave Library Weyers Cave, Virginia on January 23, 2025, at 6:00 p.m. and in the 248th year of the Commonwealth. . . .

Call to Order

The board meeting was held in person.

Susan Thacker called the meeting to order at 6:03 pm.

Minutes

The minutes from the November 2024 meeting were discussed. Kathleen Cavender was not present at the November meeting, and therefore the minutes should reflect that.

A motion was made by Rebecca Lamb to approve the minutes as amended from the November 2024 meeting as presented. Scott Alleman seconded the motion and the motion passed unanimously.

Friends of the Augusta County Library Foundation

Kathleen Cavender presented the following information related to FACLF:

- The annual meeting will be held in March. Nominations and elections for officer positions will be held
- Worked to have stickers placed on all items that are sponsored by the FACLF, such as the hotspots
- Plan on distributing a FACLF newsletter to members in the spring
- Website revamp is coming along
- The fundraiser for playground equipment has been placed on hold due to the Fishersville Baseball and Softball League's renovations

Director's Report

The director's report was circulated in the board packet before the meeting. Dr. Brown reiterated the following information:

- The Fishersville Library closed for a week to complete the following building maintenance:
 - the crawlspace work completed
 - Three out of Four of the HVACs that were out of commission earlier were fixed
 - Elevator panel was replaced
 - Fire doors were re-magnetised
- The library director spoke at a Board of Supervisors staff meeting in regard to work being done at the Fishersville Baseball and Softball League
- Update about staff development day
- Working on procuring library vehicle

Old Business

Budget Proposal

A preliminary budget proposal was presented to the Board of Trustees for review. The following areas were identified as priorities in the operating budget:

- Website Redesign for ADA Compliance (Deadline April 2026): \$10,000
- Reclassification of the following positions:
 - FT Library Aid to FT Library Supervisor
 - PT Library Aid to FT Library Assistant
 - Additional PT hours to bring 20-hour a week Library Aids to 24 hours a week

The following areas were identified as priorities for the capital depreciation budgets:



- Wallpaper at the Churchville Library
- Self-Check stations at the Fishersville Library
- Security camera upgrades at the Fishersville Library

New Business

There was no new business.

Next Meeting

The Board confirmed that the next meeting would be held on Thursday, March 27, 2025 at 6:00PM at the Middlebrook Library.

Adjournment

With there being no further business, Carolyn Coop made a motion to adjourn the meeting. Tonalyn Pennington seconded the motion, and the meeting adjourned at approximately 6:39 PM.

Secretary

Finances

[Q2 Expenditure Summary July- December 2024](#)

[FY25 Approved State Aid](#)

[FY25 Approved County Budget](#)

Director's Report

[Media Mentions](#)

Statistics

To be provided during the meeting.

Augusta County

- Augusta County Comprehensive Plan
 - Continuing to provide feedback for the planning folks
- Augusta County Leadership
 - Attended a meeting to define our core values
 - April meeting to focus on behaviors associated with the values for performance evaluation purposes

Churchville Library

- The new Bookworms Book Club continues to grow each month.
- February was Library Lovers Month and we asked the young patrons what they loved about their library. Some responses included:
 - "The nice, friendly workers!"
 - "Finding the perfect book!"
 - "I love just to be here! I love to go to this little [sic] corner and pick out a good book"
- Augusta County Maintenance came out in early March and trimmed the holly around the building.
- We have a new teen volunteer as a result of library outreach at and continued engagement with Buffalo Gap High School. The volunteer has been a tremendous help with prepping supplies for crafts, shelving library materials, and dusting shelves.

Fishersville Maintenance:

- Elevator fixed,
- Teen fire doors fixed
- Still working with Vector on some communication issues.

- Habitat and Arthive received unusable items from the boiler room. We are creating a maintenance workspace in that area.
- Parking signage, new staff toilet, and water heater in the staff area fixed.

Engagement:

- Working with Project Grows to build a deeper partnership potentially supporting food insecurity concerns in Deerfield and Craigsville
- Arthive is building a partnership with the Community Learning
- Augusta Health mobile clinics expanding to Waynesboro Public Library.
- SAW Housing group is working to add Eviction resources to the Essential Resources guide.
 - Staunton Housing Authority donated \$250 to create business cards with the QR code and website for the resource list, so folks can keep it in their wallets
- Starting the process of reaching out to sponsors for the Summer Food Program
- Have representation on the Brite Bus Advisory Board
- Virginia Works hosted a job fair at the Fishersville Library 3/12
- Reentry Council continues to hold their quarterly fair at the Fishersville Library

Procedures and Processes:

- The promotional team is working on a photo policy for all 7 locations and working with the marketing specialist to have more images of each location.
- The Public Services staff has worked on updating some emergency procedure documents and is working on solo worker safety procedures. A more comprehensive consortium-wide public safety procedure is in the works.
- Cash Reconciliation procedure documented and adopted by all locations
- Community Learning created procedures for after-hours programming

Learning and Development

- Completed all one-on-one meetings with staff in regard to the re-organization and roles and responsibilities
- Initiated our Back to Basics training this month
- Staff are divided into Learning Groups to reinforce material
- ARROW Project to attend the March staff meeting
- Began highlighting a monthly resource so all staff are aware of what is available to them and to patrons

Administrative

- FY26 Budget proposed budget presented to County admin
- Received one of the vehicles we requisitioned

Service

- Virginia Public Library Directors Association
 - Currently serving as president

- Finalizing plans for the Spring meeting to be held in Harrisonburg
- Finalizing Standard Operating Procedures for the organization
- Talking Book Center
 - Currently serving as secretary
 - Drafted a donor update letter
 - Currently drafting a letter to obtain sponsorships as a donation strategy
- Brite Bus Advisory Board
 - Currently serving as a member
- SAW Housing Resources working group
 - Currently serving as a member, with a focus on procuring and organizing resources
- Reentry Council
 - Currently serving as a member
 - Sharing resources and making space at the library available for fairs and meetings

Strategic Action Plan

Community Focused

We focus on what makes each community unique	Our programs and services reflect the interests of the community	We acknowledge the diverse experiences and needs in our community and reflect that diversity	We build partnerships with community organizations with similar missions
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Accessible

We identify and break down barriers to access	Our buildings are accessible to persons of all abilities	We will increase access to resources throughout the whole county	We ensure equal access to basic library services at all locations
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Capacity Building

We identify the resources needed to be a community-focused organization	We leverage community partnerships to work smarter, not harder	We streamline and identify technological solutions for internal processes	Our facilities are flexible and meet the usage needs of the communities they serve
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Awareness & Advocacy

We promote library services of interest to different audiences	We demonstrate to the community that we are more than just books	We focus on the library's impact on the community	We identify and build relationships with library allies
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Sustainable

We identify core library services and the resources needed to sustain them	We make resource decisions that reflect the community's value of preservation and environmental sustainability	We provide opportunities for users to learn and practice sustainable behaviors	We recognize the library's role in supporting social and community goals
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User Focused

We put people first and are welcoming to all	We leverage our customer service strength to continue to build personal relationships	Library staff are empowered to ensure users walk away with the resource they need in the time they need it	We are flexible and proactive in identifying and responding to user needs
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Vacancies

N/A

New Hires

PT Library Aid

2025 Meeting Dates

Date	Location
January 23, 2025	Stuarts Draft Library
March 27, 2025	Middlebrook Library
May 22, 2025	Craigsville Library



July 24, 2025	Deerfield Library
September 18, 2025	Fishersville Library
November 20, 2025	Churchville Library