

**Southside Regional Library Board of Trustees  
November 14, 2012 Meeting**

- I. Call to Order** – Vice-chair Jean Overman called the meeting of the SRL Board of Trustees to order at 2:00 p.m. at the Butler Memorial Library in Chase City. Library Director Leigh Lambert and trustees Rosa Townsend, Grace McCrowell, and Vin Montgomery were also present. Chairperson Jackie Lilly was unable to attend. Lunenburg County Administrator Tracy Gee and Donna Pulliam, SRL Technical Services/Resource Coordinator (Adult Collection Development/Cataloger), as well as citizens Lamont Brand and Trudy Berry, were also present.
- II. Approval of September 19, 2012 Minutes** – There were no changes to the agenda. Vin moved that the September 19, 2012 minutes be approved. Rosa seconded the motion, which passed.

**III. Director's Report**

**A. General Progress Report** – Members had reviewed Leigh's detailed report, which was provided in advance of the meeting, and there were no questions. Rosa and Donna gave highlights of the Virginia Library Association's Annual Conference, which they attended recently. Rosa indicated that PowerPoint presentations of the various conference sessions are online, and she will share the links. She also mentioned "Snapshot VA", Friends & Trustee awards, and new cataloging rules/standards, scheduled for implementation in 2013: RDA. Donna shared about e-books, outreach, and the "changing face" of libraries as not just repositories in the digital age.

Leigh elaborated on a few topics in the Director's Report, including plans, per branch supervisor input, to close all locations for December 31, 2012. Trustees supported the idea that branches will be closed this holiday season on December 31 and January 1. Leigh announced that Nadine Chase, accountant, will be available for questions about the audit at the January meeting. Leigh asked that trustees send typed audit-related questions to her in advance of the January meeting, so that she can send them to Nadine.

**B. Circulation Report** – Leigh summarized the report distributed earlier.

**C. Technology Report** – Leigh elaborated on her October 31 meeting with freelance Technology Consultant Randy Schultz, Daniel Andre' (the new technology helper), and SRL Finance Coordinator Wanda Brooks. Plans for the future, including a strategic technology plan, were discussed in that meeting.

**D. Financial/Budget Reports** – Leigh reminded that Mecklenburg County Board of Supervisors Chairman Glenn Barbour suggested that SRL Trustees routinely approve supplemental requests that involve un-projected "donations in/out", often involving monies care of Friends groups. Trustees asked that Leigh provide this information for trustee approval a couple of times a year. Leigh will plan to present this information for approval in January and then later in the spring, most likely May. "Donations in and out" have already exceeded estimates in expenses, due in large part to a Friends-supported painting project at Butler Memorial Library with reimbursement from the Friends to SRL. Leigh noted that branch supervisors and she considered establishing some new procedures for managing branch checking accounts and have decided to make no changes at present. There were no questions about the year-to-date financial reports.

**IV. Old/Unfinished Business**

**A. FY 2013 Budget Projections** – Leigh asked trustees to approve the revised/balanced FY 2013 budget, which benefited from recommendations from Lunenburg and Mecklenburg officials. It also includes revisions, based on: 1.) refined local actual expenses in FY 2012, 2.) actual expenses year-to-date, and 3.) a couple of recently anticipated costs. Leigh indicated that the most significant projected cost savings comes from the frozen Victoria Public Library Branch Supervisor position. She noted that during this transition period without a branch supervisor, VPL staff members Susan Smith and Wanda Hamlett, with much appreciated help from Donna Pulliam, are doing an excellent job at maintaining services at the Victoria Public Library. Tracy Gee stated that she understands SRL's hard funding decisions ahead, including possible reorganization in Lunenburg, as long as it doesn't adversely affect programs or operating hours in Lunenburg. She doesn't anticipate further cuts from Lunenburg, and she understands the Code of Virginia's emphasis on maintaining local effort with funding for state aid eligibility—that state aid requirements do not allow for a reduction in local funding for a regional library system unless there's an across-the-board reduction in a county's budget. Grace moved and Vin seconded the motion to pass the revised 2013 Budget, dated 11-07-2012, which will include the additional revision of changing the "Telephone" line items to indicate "Telephone/Internet". Leigh will forward the approved budget to the localities.

**B. Long Range/Strategic Plan Update** – Trustees accepted the new "Funding of the Southside Regional Library" document with a motion from Rosa and a second from Grace. Leigh will share this new version with key stakeholders; she also plans to craft a shorter version to share. Leigh mentioned a number of prioritized policies that she will plan to bring to the Board of Trustees for revision or approval as new items. These include the following:

- Inclement Weather Policy (Part-timers pay or not),
- Genealogy Policy and potential fees,
- Meeting Room Policy and potential "for-profit" rental fees,
- Gift Policy,
- Volunteer Policy,
- Friends Policy,
- Confidentiality Policy and "How to Get a Library Card",
- Waived Fines Policy,
- Social Media/Communication Policy.

She announced that branch supervisors/representatives plan to submit branch-based strategic plan priorities and learn about "change management" at their December meeting. The SRL Foundation will be meeting soon, since the IRS has approved its tax-free status. This organization is aligning its goals with the SRL Strategic Plan.

**C. Policy Updates/Revisions** – Vin moved and Rosa seconded the motion to approve the Holiday Policy revision, indicating that those branches, open on Wednesdays, close at 5:00 p.m on the Wednesday before Thanksgiving. The motion passed. The Leave Policy was discussed. Leigh was advised to check FMLA (Family Medical Leave Act), which the localities use and bring a further revised policy to the January meeting.

**V. New Business** – There was no new business added to the agenda; however Vin asked a couple of follow-up questions—on the Foundation, the possibility of a new server, and anticipated funding for next fiscal year. Several people made related comments. Donna asked that host-based services be explored with Randy for a server at his location. Grace mentioned considering a two-year budget, especially when considering that the option of hiring a new supervisor at Victoria, for example, impacts future

budgets. Donna asked for consideration of a hybrid branch supervisor/collection development position in Victoria, such as is in place at Butler. Rosa mentioned that she has volunteered at Victoria PL, in conjunction with a course she is taking; this included helping staff with 72 First Graders and checking in/out books.

**VI. Citizen Comments** - Mr. Brand inquired about use of the key when multiple groups, like a book group of which he is a member, are meeting after hours at Victoria Public Library. Leigh answered his question and noted an upcoming meeting room booking that involves two groups "back to back", one of which is the book club that Mr. Brand attends.

**VII. Board Member Matters** - Vin said that the Arts and Crafts Holiday Bazaar, sponsored by the Friends of the R.T. Arnold Library, has 113 vendors and is scheduled for November 17 and 18. It raises money for that branch.

**VIII. Review Action Items** - Action items are listed as follows:

- Ask Randy about hosting the staff server at his location,
- Confer with Randy and Daniel on revising Technology Plan for Spring 2013 trustee approval,
- Share the revised/balanced/approved FY 2013 budget with localities,
- Create a short version of the funding document and distribute,
- Notify branches about closing on December 31, 2012,
- Consider rental fees for "for profit" groups' use of meeting rooms,
- Revise leave policy, based on researching FMLA,
- Confer with trustees in January about the frozen branch supervisor position in Victoria,
- Submit audit questions to Leigh in advance of Nadine Chase's appearance at the January meeting,
- Send link to VLA Conference PowerPoint presentations (Rosa).

**IX. Closed session** - Grace moved that the Board go into closed session under VA Code 2.2-3711A at 3:15 p.m. Rosa second the motion, which passed. At 3:50 p.m. Vin moved the group out of closed session under VA Code 2.2-3712. Vin, Jean, Rosa and Grace certified that no illegal topics were discussed.

**X. Adjournment** - At 3:52 p.m. the meeting adjourned. Next meeting is in Kenbridge on January 16, 2013 with a possible snow date of January 23<sup>rd</sup>.

Grace McCrowell

1-16-13

Prepared by Grace McCrowell, Secretary

Date

Jackie Lilly  
Jackie Lilly, Chairperson

1-16-13

Date