

**Southside Regional Library  
Board of Trustees  
January 15, 2014**

**Wednesday, January 15, 2014 - 2:00 p.m. Ripberger Public Library -  
Kenbridge, Virginia**

**I. Call to Order:** At 2:00 p.m. Chair Rosa Townsend called the meeting to order with other members present including Jackie Lilly, Grace McCrowell and Vin Montgomery. Karen Scales was not present. Library Director Leigh Lambert and over 30 concerned citizens as well as several library staff members, Lunenburg Board of Supervisors members Edward Pennington and David Wingold, and Lunenburg County Administrator Tracy Gee were welcomed to the meeting. Packets of official documents were distributed to attendees.

**II. Approval of November 20, 2013 Minutes:** Vin moved approval of the November 20, 2013 minutes. With a second from Jackie and vote, the minutes were approved.

**III. Director's Report:**

**A. General Progress Report:** Leigh expanded on two items of interest from the director's report: (1) Leigh said that she is aware that stakeholders are concerned about the recent weeding process. She wants to gather concerns in writing. She will be especially mindful of items donated by Friends groups and wants to move forward as weeding or discarding items is a natural process in all libraries. Board policies will be examined; (2) Jackie moved that the Board accept the "chain of communication" document, which has been referred to in several meetings. Vin seconded the motion that passed. There were no other questions about the director's report.

**B. Circulation Report:** There were several redundancies (things counted twice) in statistics of items checked out. Leigh wants to revise those statistics before finalizing and distributing those figures.

**C. Technology Report:** IT consultant Randy Schultz has two top priorities: (1) Placing seven new public computers in various libraries; (2) Upgrading PCs with Windows XP to Windows 7 and purchasing new computers.

**D. Financial/Budget Reports:** Vin, Karen and Wanda met with Leigh about the financial reports in early December. Some modifications are in the reports which included the following: (1) Financial Summary; (2) State Aid Funds - Budget vs. Actual; (3) Local Funds - Budget vs. Actual; (4) Branch-Owned Funds by Branch; (5) Grants- Budget vs. Actual; (6) Income & Expenses by Class. All reports are July through December 2013. Trustees did not question any items.

**IV. Old/Unfinished Business:**

**A. By-laws: Article III - Officers:** Rosa said that we would table the vote on the by-laws since there were only four members present.

**B. Acceptable Internet Use Policy:** Grace moved that the Acceptable Internet Use Policy be adopted. Vin seconded the motion that passed.

**V. New Business:**

**A. Job Descriptions:** Leigh mentioned that phase II of reorganization includes enhancing part-time schedules in Victoria and in Kenbridge. She also indicated that the strategic plan suggests updating job descriptions. She asked trustees to approve job descriptions for (1) Children's/Youth Services Specialist—Branch and (2) a revision of Library Assistant—Branch with a Page Specialty Position addendum. She needs to hire someone to replace the hours from the retirement of a part time staff member at Ripberger as soon as possible. She mentioned several scenarios that she is considering, noting that the Children's/Youth Services Specialist job description could eventually align with a position for the envisioned "teen center" in South Hill. While she doesn't plan on filling all these jobs immediately, she stated that she would like to have them in place for the future. She has other job descriptions that are unfilled such as an assistant library director and an "in-house" IT position. Vin moved that the job descriptions as submitted be accepted. Jackie seconded the motion that passed. Staff salary increases will be discussed for the 2015 budget.

**B. Evaluations:** Grace suggested that there are three aspects of evaluations: (1) key staff evaluations which Leigh said she will do by March 2014; (2) revision of the form for evaluating the library director—Jackie agreed to help with this project. Jack Jamerson will also be consulted. (3) self-evaluation of the Board (not individuals) to be accomplished at the end of the fiscal year. Grace will have the revised form for evaluating the library director by the March meeting.

**VI. Citizens' Comments:** Carolyn Hite spoke on behalf of the Ripberger Friends as President. The Friends' concerns are with the severity of the discards at Ripberger and what was done with them, the efforts of Karen Scales to communicate with the library board and the director, and the financial reports relating to Lunenburg. The group is also upset because they have a fund-raising event where they sell books. She fears that the discarding will affect Friends' fund-raising and thus donations. A copy of her speaking points document, which Carolyn submitted, will be placed on file. She indicated that Karen Scales resigned from the trustees but the Ripberger Friends were encouraging her to remain a trustee until problems have been resolved. Trudy Berry's concerns were weeding (throwing items in the landfill), by-laws changes, questions of the board acting within the law including destroying library materials. She read several sections from the Virginia Public Library Trustee Handbook—pages 51 & 52. Lamont Brand showed several books he rescued from the purge at Victoria Public Library. These items were not cataloged as part of the collection. Jennifer Smith showed books that had been discarded from the collection and were for sale at a local store. Nancy Bridgforth asked that the library not discard county history items and historical novels such as those by Thomas Costain. She understood that items not circulating since 2009 were discarded. She asked what was done with classics that had not circulated in five years. Roberta Rickers indicated that she cares deeply about the role of education in the library. She said

that children's calendars or events were left out of the new "green sheet" (new newsletter) distributed to patrons. She questioned discrepancies between Mecklenburg and Lunenburg staff. She questioned hiring more people when two branch supervisor positions were eliminated through reorganization. She said that the chain of communication was not working and that every citizen had the right to voice his/her opinion as a matter of freedom of speech. Tracy Gee suggested that the board of trustees investigate State law for the disposal of surplus items, indicating that the Lunenburg County Board of Supervisors has to catalog every item purchased with State or local funds, and she suggested items be marked "gifts" or whatever funds they were purchased with. Chairman Pennington said he and Supervisor David Wingold were there to listen. Sue Wright expressed concerns about the numbers of items checked out continuing to decline.

Rosa asked that all concerns be directed to the library director first. She promised that procedures for discards and gifts will be thoroughly examined.

**VII. Board Member Matters (none)**

**VIII. Action Items:**

(1) Review weeding issues and stakeholders' concerns with procedures relating to these matters; (2) Chain of Communication to be added as official documents; (3) Eliminate redundancies with statistics discrepancies; (4) Acceptable Internet Use Policy revision to be added to official policies; (5) Work on separation of forms and procedures from policies; (6) By-laws vote moved to March—if all trustees are present then; (7) Job description addition/revision to be added as official documents; (8) Hire PT replacement at Ripberger and explore more PT hiring in Lunenburg for phase II reorganization; (9) Complete staff evaluations; (10) Revise form for library director's evaluation; (11) Board self evaluation set for July 2014; (12) Research surplus property Code of Virginia requirements; (13) Window's XP updates and new computers to be installed by April 2014.

**IX. Adjournment:** 3:36 p.m. with a reminder that the next meeting is at the Clarksville Area Public Library on March 19, 2014 at 2:00 p.m.

Respectfully submitted by Secretary Grace McCrowell

Grace McCrowell

Date

3/19/14

Chairperson Rosa Townsend

Rosa Townsend

Date

3/19/14