

**Southside Regional Library Trustee Meeting
July 18, 2012**

I. Call to Order: Chairperson Jackie Lilly opened the meeting of the Southside Regional Library Board of Trustees at the Boydton Public Library/Southside Regional Library Headquarters location at 2:00 p.m. on July 18, 2012. Jackie, Rosa Townsend, Grace McCrowell, Vin Montgomery as well as Library Director Leigh Lambert, Finance Coordinator Wanda Brooks and Technical Services/Resource Coordinator Donna Pulliam were present. Trustee Jean Overman was unable to attend. Sue and Ollie Wright from the Victoria Public Library Friends were present.

II. Minutes Approval: The May 16, 2012 minutes were approved with a motion from Rosa and a second from Vin.

III. Election of Officers: Rosa moved and Vin seconded a motion to keep the existing slate of officers for the 2013 fiscal year. The officers were elected as follows: Jackie Lilly, Chairperson; Jean Overman, Vice-chair; Grace McCrowell, Secretary.

IV. Director's Report:

A. General: Leigh distributed her bi-monthly report indicating a busy schedule of meetings and activities.

B. Circulation: Besides the mini-stats that the director distributed, Donna gave two detailed reports of not only items checked out and in by category, but program statistics, library visits, computer use, etc. for each branch. Since there had been concerns about checked-out items not being captured by TLC, trustees asked Leigh and Donna to analyze the data from TLC to try to make sure the data is correct. There is still concern about fewer library materials being purchased and items checked out being fewer.

C. Technology: Connectivity outages are fewer in Clarksville but more in Chase City. One storm knocked out TLC offices in West Virginia for a fairly brief interim. New patron computers have been installed; staff computers will be next. One NOOK has been purchased in anticipation of e magazines being offered to the public through Zinio. Outsourcing locally for some technical needs is being investigated.

D. Finances: Trustees reviewed the detailed July 1, 2011 – June 30, 2012 financial reports provided by Wanda and Leigh: the cash basis balance sheet as of June 30, 2012 (dated 7/09/12); the income and expenses by class report (dated 7/09/12); the income and expenses budget vs. actual (dated 7/09/12); the income and expenses by county (dated 7/18/12); and a compilation of branch-owned funds (dated 7/18/12). Some FY 2012 budget line items were adjusted by staff as requested by the trustees at the May meeting. The fiscal year 2012 deficit in Lunenburg was not covered by the Victoria Friends. Reserves were used to cover over-budgeted costs. Leigh noted that Victoria Town Manager Ken Patterson advised at the June 28, 2012 Victoria Public Library Friends meeting that reserves should be 12% to 15 % of a total operating budget. SRL's are estimated currently at 9.5 %. The reports were accepted with the realization that there may be changes with the audit.

Leigh noted that Mecklenburg County's (SRL's fiscal agent) Treasurer Sandra Langford advised all SRL locations not to use petty cash for purchases and instead to use one's own payment and submit reimbursement forms/requests to SRL. Leigh noted that branches (Butler, Clarksville, Ripberger, R.T. Arnold, and Victoria) have individual checking accounts, too. Leigh will try to honor the treasurer's suggestion.

E. Annual Report – FY 2012: Leigh gave a PowerPoint presentation showing statistics, programs and information about the 2012 fiscal year.

V. Old/Unfinished Business

A. FY 2013 Budget Projections: The following reports with previous years listed and dated 7/18/12 were reviewed: (1) Local (Mecklenburg & Lunenburg) Proposed Budget 2012-2013; (2) Mecklenburg Proposed Budget 2012-2013; (3) Lunenburg Proposed Budget 2012-2013; (4) State Aid Proposed Budget 2012-2013; (5) Friends/Donations/Misc. Proposed Budget 2012-2013; (6) Grant Proposed Budget 2012-2013; (7) Grand Total Proposed Budget 2012-2013; (8) Fiscal Year 2013—Proposed Budget Explanations. These reports also reference "VRS changes" to capture the Virginia Retirement System (VRS) changes and the related 5% salary increases and 5% employee paid contribution (required by law to cover VRS increases) for full-time workers in the retirement system.

Vin, the finance committee chairman, moved that this proposed budget, dated 7/18/2012, and showing over \$8,000.00 in Lunenburg county deficits, be provisionally approved, so SRL staff can use it as a working budget until another further developed/researched version can be approved at the September 2012 meeting with more information on decreasing the deficit. Rosa seconded the motion. Trustees asked staff to prepare definite steps to address the deficit and report at the September 19th meeting. The motion was voted on and passed. Leigh stated that at the June 21, 2012 Lunenburg Board of Supervisors meeting she told them that reorganization will be a possibility since Lunenburg showed over an \$8,000.00 (\$8,096.00) deficit in the new proposed SRL FY 2013 budget. Lunenburg also showed a \$3,800.00 deficit in FY 2012. Rosa moved that this interim budget be used for the figures due to the Library of Virginia on August 1, 2012. Vin seconded the motion which passed. Jackie expressed deep appreciation to Wanda for all the reports. A ten minute break occurred at 3:10 p.m. At 3:20 p.m. the meeting was reconvened.

B. Long Range Plan: Trustees reviewed the SRL Strategic Plan Fiscal Years 2013-2017, on which Rosa, Grace, Leigh, Ripberger Public Library Branch Supervisor Roberta Rickers, R. T. Arnold Branch Supervisor Gloria Taylor, and volunteer consultant Jack Jamerson labored. Because of critical health issues Jack was not able to help with the final drafts. After discussion, emphasizing year one of the plan, Grace moved and Vin seconded approval of the plan. The plan incorporates a new "mission statement." Unanimous approval was given to both the plan and the revised mission statement. Rosa moved that SRL recognize Jack Jamerson with a thank you letter and a \$100.00 gas card. His expertise was invaluable. Grace seconded the motion which passed. This is a working plan and will be reviewed and adjusted annually. Implementation will begin immediately with various tasks and tools outlined in a separate document, which is currently a work in progress. A technology plan is expected to come to the board for review soon. Jackie expressed appreciation to all members who served on the committee.

C. Clarksville Expansion: Jackie announced that Dr. and Mrs. Charles Lee have accepted the challenge to head the capital campaign for the project with Charles Simmons as volunteer project manager. They hope to have a pre-construction bid out in September 2012. The Clarksville Ruritans have pledged to help fund the costs of preconstruction with approximately \$28,000.00. They will not begin the building expansion until they have secured pledges or money for completion of the project.

D. Procurement Policy: Vin moved that the new procurement policy, which follows Virginia state guidelines, be accepted. Rosa seconded the motion which passed.

E. Foundation Update: The SRL Foundation is still awaiting IRS approval. Leigh said that "the public library in Boydton" will be receiving a bequest of funds, which will be put into a certificate of deposit for the time being. This bequest will be made public within a few days.

VI. New Business

A. R.T. Arnold Meeting Room Addendum/Regulations: Trustees did not add anything about Summer Reading Program priority to the existing policy addendum/regulations, stating that the document already deals with using the room for library functions as top priority.

B. Additional items: Leigh will bring the draft genealogy policy to the September meeting. She announced that Boydton Public Library will experiment with offering a coffee/tea bar.

VII. Citizen's Comments: Ollie Wright told of improvements, which the Victoria Friends have made and will make at the library there. With FY 2012 documents, supplied to the Friends group, prior to and at their June 28, 2012 meeting, they felt that the majority of the gap was due to costs at the Kenbridge library, and therefore the Victoria Friends decided not to fund this gap for the (past) 2012 fiscal year. He and their group realize that something has to be done, but asked trustees (administration) not to terminate the branch supervisors and not to establish one library for the county. The Victoria Friends are willing to contribute money for materials at the Victoria library.

VIII. Board Member Matters: none

IX. Review of Action Items: (1) documentation due to LVA on August 1; (2) check to see how to request a waiver from LVA because Lunenburg is reducing its appropriations to SRL due to decreased insurance costs; (3) share the strategic plan with staff and others; (4) work on reducing deficit in budget; (5) consider revising the reimbursement form to address Langford's issue with petty cash purchases; (6) deal with reorganization plan; (7) evaluations (8) check TLC statistics.

X. Closed Session: At 4:08 p.m. Grace moved and Vin seconded the motion to go into closed session for discussion of personnel under VA Code 2.2-3711A. The motion passed. Wanda was present for part of the closed session. At 5:15 p.m. the group came out of closed session under VA Code 2.2-3712. Each trustee present—Rosa, Vin, Grace and Jackie individually certified that only personnel issues were discussed.

XI. Motion and adjournment: Grace moved that Leigh invite Tina Stevens from the Virginia Municipal League to meet with the trustees as soon as possible in a closed session for the discussion of personnel. Rosa seconded the motion which passed. The meeting adjourned at 5:25 p.m. The next regularly scheduled meeting will be September 19, 2012 in South Hill at R.T. Arnold Library.

Grace McCrowell 9-19-12
Prepared by Grace McCrowell, Secretary date

Jackie Lilly 9-19-12
Jackie Lilly, Chairperson date