

Southside Regional Library Board of Trustees
September 18, 2013

I. Call to Order - Chairperson Rosa Townsend called the meeting to order of the Southside Regional Library Board of Trustees at the R.T. Arnold Library in South Hill at 2:00 p.m. on September 18, 2013. Trustees Karen B. Scales and Grace McCrowell as well as Library Director Leigh Lambert and Finance Coordinator Wanda Brooks were also present. Trustees Jackie Lilly and Vin Montgomery were unable to attend. A number of guests were present.

II. Approval of Minutes - Karen moved that the August 15, 2013 minutes be approved. Grace seconded the motion which passed. Since Karen was not at the July 17, 2013 meeting, only Rosa and Grace voted to approve the minutes for that meeting.

III. Director's Report

A. General Progress Report - Leigh's Director's Report was distributed earlier. She noted that she plans to attend Library of Virginia's Library Directors' meeting on September 25. Leigh also stated that she and Grace met with Karen earlier today for Karen's orientation and welcomed Karen to the SRL Board. Karen, who has a background in accounting, will be helping Leigh, Vin (as Trustee Finance Chair), and Wanda revise SRL financial spreadsheets, so that they will be easier to understand. Leigh will gather other regional libraries' financial documents for this group to study. Leigh is planning a seventy-year anniversary celebration for SRL in March 2014 and would like staff, trustees, and Friends to help with this. Leigh shared that Jessica Austin-Scaff has been selected as the new Lunenburg Libraries Supervisor. Leigh will work with Jessica to craft an official announcement—a press release. Jessica, who is currently a branch supervisor in South Carolina, will begin her new job on or near November 1; she wanted to give ample notice to her current employer. She has family in Southside Virginia. Leigh will work with staff members and Lunenburg Friends groups to welcome her. A current South Carolina Friends representative plans to write a letter of introduction to the Ripberger PL and Victoria PL Friends.

B. Circulation Report - Leigh plans to further refine more aggressive measures with requests and collection development to counteract the downward trend in the number of library materials being checked out. The "mini-stats" were distributed earlier. In November the overall statistics (program attendance, computer usage, etc.) will be given in the Bibliostat report to the Library of Virginia (LVA).

C. Technology Report - The technology plan is ready to be approved later in the meeting. Freelance IT Consultant Randy Schulz will install the new server soon and prepare new PCs for the branches.

D. Financial Reports - Income and Expenses Budget vs. Actual and Income & Expenses by Class were distributed earlier. Leigh has more detailed reports on file at headquarters if anyone wants a copy. Leigh now has the draft audit for designated staff members and trustees to review; the auditors welcome comments before the final version is compiled. Leigh plans to possibly put bids out for audit services no sooner than FY 2015. After further questions on allocations for E-Rate and cash basis vs. modified accrual reporting from Karen, trustees agreed to welcome her suggestions for revising financial documents. Wanda helped clarify current processes.

IV. Old/Unfinished Business

A. Virginia Local Disability Program - Leigh distributed earlier the VRS (Virginia Retirement System) Hybrid Plan Overview, dated August 30, 2013. Wanda reviewed findings and recommendations for SRL to select the best disability plan. Discussion followed her review. She noted that if we do not select the VRS VLDP, SRL will have to opt out and select a comparable plan. Grace moved: (1) that we opt out of the VRS VLDP, and (2) that SRL enter into contract with The Standard Insurance Company, care of the Virginia Association of Counties Risk Pool, to provide comparable coverage for full time employees, hired after January 1, 2014 and current employees who would like to participate. Karen seconded, and the motion passed. Mecklenburg County has selected The Standard, and Lunenburg County is leaning toward accepting The Standard.

B. FY 2014 Budget - Leigh announced that the FY 2014 budget will be revised and presented in November, rather than today, to limit the amount of revisions made. SRL is operating under the budget, dated March 1, 2013 and approved on May 15, 2013. Leigh noted a status report, distributed earlier, which explains items that need more research, etc. before finalizing.

C. Technology Plan - Leigh reviewed the plan with financial implications and requested approval. While she recommends continued contracts with TLC (The Library Corporation) for its Integrated Library System, AV Access, and ITS.MARC, she has reservations about costs of the time/print management suite. By accepting the plan, trustees are not approving additional costs for the time/print management suite. Grace moved and Karen seconded the motion to accept the technology plan. The motion passed.

D. Policy Updates/Revisions: Funding Document - Leigh asked trustees to approve the funding document with the revision substituting "free regional library system" and striking "political subdivision." Karen moved that this change be accepted. Grace seconded the motion which passed. Trustees and Leigh noted that other revisions are forthcoming.

E. By-Laws: Article III—Officers - Since all members need to be present to vote on changes in by-laws, this action item was postponed until the November meeting.

F. Communications Meeting - Leigh included in today's official documents of the Board, the three items that Kim Armentrout, LVA public library consultant, distributed at the August 15, 2013 communications workshop; these document the roles, responsibilities and boundaries of trustees, Friends groups, and director. Leigh also included a list of action items and a Chain of Communications chart, sent by Kim soon after the communications meeting. Several action items have already been accomplished.

V. New Business

A. Resolution - Rosa read a Board of Trustees resolution in which Roberta Rickers was recognized as a person of high standards and devotion as the Ripberger Public Library Branch Supervisor in Kenbridge for many years. Roberta was present for this expression of appreciation. The official copy will be signed by each trustee and framed and given to Roberta at a future date.

B. Trustee Self Evaluation - Grace agreed to help trustees perform a self-evaluation. This was accomplished in 2011 but not in 2012. Karen suggested that July 1 be the deadline for self-evaluation to be reported at the annual meeting in July. Everyone agreed.

VI. Citizens' Comments - Roberta Rickers requested budget and final expense figures for FY13 and for FY14. Ollie Wright—in agreement with Grace—wants to explore what the role of "liaison", per Kim Armentrout's action items, entails. It was agreed that staff concerns should be directed to the library director and not solicited by the Friends or trustees. Trudy Berry voiced several questions that were directed appropriately to Leigh and/or previously to staff at

Victoria. Trudy is still questioning a "treasurer" position on the Board of Trustees. Rosa replied to Trudy's question about printing from a device using Wi-Fi that even Southside Virginia Community College (SVCC) does not have this capability. To concerns about fairness of salaries for Lunenburg county's portion of SRL's budget, Karen said she will be going over these documents. Rosa replied to Roberta's question about interview panel composition, noting that staff members help interview their potential supervisors regularly at SVCC and that it is inappropriate for SRL trustees to serve on a panel, as they are not to be involved in personnel issues. Mitzi Lail inquired about the cost for consultant Kim Armentrout; Rosa explained that her work for us is free-of-charge—this is part of her job at LVA. Leigh will get Roberta the requested documents and will follow-up with Trudy on her concerns and inquiries. She will also aim to research duties of liaisons.

VII. Board Member Matters - None

VIII. Action Items (1) Leigh will work with Karen, Vin, and Wanda on financial documentation, and Leigh will gather samples from other regional library systems; (2) Leigh will work on FY 14 budget revisions for November meeting; (3) Leigh will forward the draft audit to appropriate people; (4) Leigh will renew the TLC basic agreement. Karen suggested that a three-year agreement, instead of a five-year one, might be appropriate, since there is more competition in the market, and technology changes rapidly; (5) Leigh will make sure that SRL opts out of VRS local disability plan and enters into an agreement with The Standard. Leigh and Wanda will provide information to current eligible employees to help them make related decisions; (6) Leigh will seek Kim Armentrout's input on anticipated funding document revisions; (7) Leigh will seek more input on "treasurer" as an officer; (8) Leigh will aim to work with staff, trustees, and Friends to implement a 70th year anniversary celebration in March 2014; (9) SRL trustees will plan to all be present at the November meeting to vote on the by-laws changes; (10) Leigh will obtain Vin's and Jackie's signatures on Roberta's resolution and will send the framed official version to Roberta; (11) Leigh will research what is entailed in liaison roles; (12) Leigh will follow-up with Roberta on requested items and with Trudy on concerns.

IX. Closed Session - At 3:35:p.m. Grace moved that the Board go into closed session for the purpose of personnel discussion under VA Code 3.2-3711A. Karen seconded the motion which passed. At 4:06 p.m. Grace moved the meeting back into open session under VA Code 3.2-3712 with a second from Karen and a vote from trustees to do so.

WHEREAS, the Board of Southside Regional Library convened a Closed Session Meeting on this date pursuant to an affirmative recorded vote in accordance with the provisions of the Freedom of Information Act; and

WHEREAS, Section §2.2-3712 of the Code of Virginia, 1950, as amended, requires a certification by the Board that such Closed Meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from Open Meeting requirements by Virginia law were discussed in the Closed Meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the Closed Meeting were heard, discussed or considered by the Board.

VOTING YES

Voting No

Absent

Rosa Townsend
Karen B. Scales
Grace McCrowell

Jackie Lilly
Vin Montgomery

X. Adjournment: - The next scheduled SRL Board of Trustees meeting is set for November 20, 2013 at Butler Memorial Library at 2:00 p.m. in Chase City, Virginia. The meeting ended at 4:08 p.m.

Respectfully submitted by Secretary Grace McCrowell

Date

Grace McCrowell

11-21-13

Chairperson Rosa Townsend

Rosa Townsend

Date

Jackie Lilly
Vice chair

11-21-13