

**Southside Regional Library Board of Trustees
January 16, 2013 Meeting**

- I. **Call to Order** – Chair Jackie Lilly called the meeting of the SRL Board of Trustees to order at 2:00 p.m. at the Ripberger Public Library in Kenbridge on January 16, 2013. Library Director Leigh Lambert and trustees Rosa Townsend, Jean Overman, and Vin Montgomery were also present. Grace McCrowell joined the meeting at 2:10 p.m. Lunenburg County Administrator Tracy Gee was there for part of the meeting. Donna Pulliam, Gloria Taylor and Roberta Rickers from staff were present. Trudy Berry and Ollie Wright were the only “guests” who signed up to speak during the citizens’ comments portion. A report from Accountant Nadine Chase was moved to the first item under the Director’s Report section of the agenda. Leigh also noted the addition of FY 2014+ Budget Projections in New Business.

- II. **Approval of November 14, 2012 minutes** – Vin moved and Rosa seconded the motion to approve the November 14, 2012 minutes as submitted. The motion passed.

- III. **Director’s Report**
 - A. **The Audit** - Nadine Chase, from the accounting firm Creedle, Jones, and Alga, presented a summary of the audit for Southside Regional Library year ended June 30, 2012. She indicated that no irregularities were found. She said there was no set rule for an amount to be held in reserve; she noted that some towns prefer to keep six months worth of expenditures in reserve. Copies of the audit and audit summary were distributed to several in attendance.

 - B. **General Progress Report** – Leigh elaborated on several topics from her detailed Director’s Report, which had been sent to trustees in advance of the meeting. She mentioned two recent donations—a \$500.00 donation from the Lake Country Quilters, which has been deposited in the SRL Foundation bank account, and \$25,000.00 from the Shelton Short, Jr. Trust, which will soon be deposited into the Foundation’s account. Both amounts are reserved for the Clarksville Area Public Library expansion project. Jean moved and Grace seconded a motion to support transferring this money into SRL Foundation certificates of deposit, along with other monies, currently in SRL CDs for Clarksville Area Public Library, R.T. Arnold Library, and Boydton Public Library, in April 2013 when the current CDs reach their maturity dates. The motion passed. Leigh noted that multiple CDs in the Foundation’s name will help continue to keep funds separated for particular branch-based projects and will help track individual interest accrued.

Leigh and Gloria reported on a potential timetable and various concerns for a “Teen Scene” vision for R.T. Arnold Library in South Hill. Gloria and Leigh are interested in a mezzanine, since one was in the original plans for the building, which belongs to the town of South Hill. The project

will be funded by bequest-related CDs, designated for use by RTAL, along with donations, care of a fundraising effort. Reports will be made as plans progress. Staff input has been helpful in examining many aspects, including supervision of the project.

The Clarksville Area Public Library expansion committee is working with Dewberry & Davis to refine the concept and cost estimates.

The town of Victoria is dealing with leaks in the ceiling at the library there, and Victoria Public Library staff members are monitoring this with Donna's help.

Trustees and staff expressed sympathy to Joyce Parcell-Greene whose husband passed away recently. Trustees asked Leigh to research a plan and precedents for memorial gifts to staff when family events occur.

Tracy Gee excused herself from the meeting with a promise to give Leigh a copy of the Lunenburg County Public Schools' meeting room rental agreement for groups other than "non-profit."

C. Circulation Report - Two circulation statistical reports had been emailed to trustees prior to the meeting. The number of total items checked out is down for the system as a whole. Adult periodical statistics are up; these items are now being barcoded/cataloged in all branches. Meeting room use is also up. Statistics will be counted soon for Zinio, which allows patrons to download e-magazines. Donna and Leigh are trying to further refine the reporting of statistics. This year they have refined the capture of Young Adult items into a separate circulation statistics section; these were formerly collected within the Adult items section. Donna and Leigh noted less spending year-to-date for materials, compared to last year. Trustees are very concerned about the materials line item and materials circulation.

D. Technology Report - Outsourcing server "services" is not an effective way to operate, according to Randy Schulz. Leigh reported that the new server will cost \$3,549.00 and can be paid for over a two-year period. Other items reported included: (1) moving public computer services in Clarksville to a faster bandwidth care of Shentel; and (2) a South Hill Friends project to set up enhanced (ex. more privacy) computer workstations (approximately \$7,200.00).

E. Financial/Budget Reports - Year-to-date reports had been emailed to trustees prior to the meeting. No questions on the reports were posed. Leigh mentioned the intention to enhance materials spending soon, ex. care of an upcoming DVD ordering project. Vin suggested that it is customary to bid the services of an auditor every five years. Leigh will check with Mecklenburg County, since it is the fiscal agent for the SRL. At this point Trudy Berry asked the Board to clarify why there is no office of "treasurer" for the SRL Board. Chair Jackie Lilly and Leigh reiterated about the fiscal agent's treasurer serving that role and explained that, unlike the branches, SRL has no independent checking account; system-wide funds are passed through Mecklenburg's account with HQ using QuickBooks to produce checks for accounts payable. Jackie and Leigh sign the "warrants."

IV. Old/Unfinished Business

A. FY 2013 Budget Projections - After discussion Vin moved and Rosa seconded a motion to revise the FY 2013 budget at the March 2013 meeting. Leigh asked members to clarify "freeze on employment", which was passed at the September 2012 meeting. In the form of a motion, Rosa stated that the freeze did not apply to substitutes hired at minimum wage. Vin seconded the motion that passed. Leigh reported that, per information care of the Library of Virginia, the fourth quarter payment in State Aid for this fiscal year could possibly be cut, pending information from the Virginia Department of Planning and Budget on localities' decisions about Aid to Locality reductions.

B. Long Range/Strategic Plan Update - Leigh listed some recently crafted branch-based goals and objectives. She also asked trustees to consider moving the topics of staff compensation study and time and print management software to year three of the plan instead of year five.

C. Policy Updates/Revisions - Grace moved that the revised Leave Policy, dated 01/16/2013, be accepted as submitted. Jean seconded the motion which passed.

V. New Business

*****Addition = FY 2014+ Budget Projections**

Leigh stated that she has received a request from one municipality for FY 2014. She will consider asking towns to round up their appropriations. She will prepare a preliminary budget and may request a special trustee meeting to address the FY 2014 budget.

VI. Citizens Comments

Ollie Wright asked the members to consider more compensation for the Victoria Public Library staff members, since they are giving full service to the community and have been extremely helpful during the transition following the former branch supervisor's retirement. Trudy Berry reiterated her question about no treasurer. Roberta asked for another copy of the budget and year-to-date financial documents.

VII. Board Matters - none

VIII. Action Items -

(1) In April transfer recent CAPL expansion donations and current SRL CDs to Foundation CDs. (2) Research memorials. (3) Continue planning "Teen Scene". (4) Continue to monitor Victoria roof leak. (5) Study Lunenburg County Public Schools' meeting room rental agreement. (6) Look into bidding auditor services. (7) Prepare FY 2014 Budget requests. (8) Prepare adjustments to FY 2013 budget for March 2013 meeting. (9) Share new Leave Policy with staff members. (10) Research Officer of "treasurer".

IX. Closed Session -

At 3:35 p.m. Grace moved the group into closed session under VA Code 2.2-3711A. Jean seconded the motion that passed. At 4:22 p.m. under VA Code 2.2-3712 the group moved back into open session. Jackie, Vin, Rosa, Jean and Grace individually certified that nothing illegal was discussed during closed session.

X. Adjournment -

Before adjournment Leigh asked trustees to pass a motion indicating that officers of SRL be authorized to sign a Certificate of Incumbency, related to the CDs, for First Citizens Bank. It is a housekeeping matter that the bank requested. Rosa moved the motion. Vin seconded and the vote passed. Trustees signed the related document. This meeting adjourned at 4:25 p.m. The next SRL Board meeting will be held at Clarksville Area Public Library on March 20, 2013 at 2:00 p.m.

Grace McCrowell
Prepared by Grace McCrowell, Secretary

3-20-13
Date

Jackie Lilly
Jackie Lilly, Chairperson

3/20/13
Date