

**Southside Regional Library  
Board of Trustees  
March 19, 2014**

**Wednesday, March 19, 2014 – 2:00 p.m. Clarksville Area Public Library –  
Clarksville, Virginia**

**I. Call to Order:** At 2:00 p.m. Chair Rosa Townsend called the meeting to order by welcoming the large group of stakeholders from Lunenburg. Trustees attending were Grace McCrowell and Vin Montgomery as well as Rosa. Trustees Jackie Lilly and Karen Scales were absent. Library Director Leigh Lambert, Finance Coordinator Wanda Brooks, Clarksville Branch Supervisor Eileen Barbieri and Clarksville Library Assistant Connie Boyd were present.

**II. Approval of January 15, 2014 Minutes:** The minutes of the January 15, 2014 meeting were voted on and approved after a motion from Vin and a second from Grace.

**III. Director's Report:**

A. General Progress Report: 1.) Clarksville – Leigh and Eileen reported that the Town Council selected Burton Construction to begin construction within a week for the addition to the Clarksville Area Public Library and that funds raised are within \$15,000 of the entire project cost. 2.) Lunenburg Update—Withdrawal Exploration – Lunenburg County Administrator Tracy Gee read the letter she presented to the Mecklenburg County Board of Supervisors at its March meeting, stating the Lunenburg County Supervisors' intentions are to explore withdrawal from the Southside Regional Library and create a timeline for withdrawal. She gave to Rosa a copy of a pro forma business plan, developed by the Lunenburg Withdrawal Exploratory Committee, which consists of several Victoria PL Friends members and several Ripberger PL Friends members. This business plan contains a financial report indicating that Lunenburg can afford to withdraw. Tracy will meet with Mecklenburg County Administrator Wayne Carter next week to begin further exploration and hopefully set a timeline. Vin asked if Karen submitted additional calculations, documenting her financial concerns for Southside Regional Library. Tracy, Rosa, and Leigh indicated they have received no such additional documentation. Karen spoke to the Lunenburg County Board of Supervisors about this at their February 2014 meeting and supplied Supervisors then with a packet of information, which Tracy provided to Leigh, who shared this electronically with all library trustees prior to today's meeting. Tracy indicated that she, as County Administrator, is only gathering information for her Supervisors. 3.) Weeding - Leigh expanded on the written account of the director's report and showed out-of-date science books and a falling apart classic, which were weeded from Ripberger. She reiterated that weeding is necessary and should be an ongoing process of every library's collection development. She pointed out a packet item showing data for the collections of each branch with additions, deletions, and circulation from 2007

through eight months of 2014. The report shows withdrawals ranging from 6,616 at Boydton to 10,615 at Clarksville. Vin initiated the report that Wanda produced using figures from Bibliostat submitted to the Library of Virginia. Vin asked everyone to review not only the withdrawal figures but the number of deleted items as a percentage of collection. Leigh is reviewing other library systems' weeding, donations and replacements policies. Vin also researched other libraries' weeding policies and stated that most were not detailed and there was no detailed indication about disposal except book sales. There was more discussion. Leigh said that the only items withdrawn after she asked then Lunenburg Libraries Supervisor Jessie Austin-Scaff to cease weeding were items Jessie had already pulled from the shelves. Jessie did not pull more items from the shelves. She deleted the pulled items from the Online Public Access Catalog (OPAC) along with some worn out ones as they were checked back in from patrons. Leigh has asked new Lunenburg Libraries Supervisor Donna Pulliam to ensure that no more items will be pulled from the shelves or deleted from the OPAC in Lunenburg. Leigh also noted that her calculations about February 2014 deletions do not agree with those that were mentioned publically by Ollie Wright at the March 2014 Lunenburg Board of Supervisors meeting.

B. Circulation Report - Leigh presented figures for electronic usage statistics. Learning Express is an underused database, which Leigh will aim to promote more, since advertising has worked in the past to let people know about the resources. Leigh said that redundancies have been removed for "holds checked out" in FY 14 circulation stats, and she hopes to remove those for FY 13 before July. New forms for patron and staff suggestions/requests are being developed. Most statistics for materials circulation are down in February; some of this might be due to weather related closings.

C. Technology Report- Seven new patron PCs have been received at the branches per the replacement schedule. Plans are currently envisioned for additional purchases to replace ten staff and six patron computers with five more staff computers envisioned for upgrading asap in response to Microsoft's eliminating support of Windows XP by April 14 or thereabouts. Sixty-three PCs are in the system. There continue to be Internet connectivity issues, most recently at Boydton and Victoria. South Hill has had Wifi issues.

D. Financial/Budget Reports – 1.) SRL Financial Summary; 2.) Income and Expenses by Class July 2013 through February 2014. R.T. Arnold's expenses, associated with a new book drop and the teen center, have raised branch-based expenditures above estimated totals for the year, but SRL Foundation's R.T. Arnold Library bequest account will reimburse for these. Lunenburg's expenses are at 49% but will align before the end of the year with purchases envisioned such as computers, possible part-time employee hiring, book replacements and a new microfilm reader/printer at Victoria. Leigh will bring an adjustment in current FY 14 budget to the May meeting. Eileen inquired about shelving for Clarksville Area Public Library and was told that shelving purchases for Clarksville are a capital expense and are not in the current budget.



#### **IV. Old/Unfinished Business:**

A. By-Laws: Article III – Officers - Tabled until a full board convenes.

B. Evaluation Form - 1.) Staff evaluations will be done as soon as Leigh can get to it. 2.) Grace will distribute 2010 forms for trustees, including Leigh's goals for the current year, during the closed session. These forms are to be returned to Grace by April 12. 3.) Board's evaluation as a group - Page 77 of the trustee handbook outlines responsibilities. One thing that Grace noticed is that the Board needs to set goals for the year based on the strategic plan. She compiled "action items" from prior meetings to help with the group's evaluation and to help set goals for next year.

#### **V. New Business**

A. FY 15 Budget Proposal/Draft - After conferring with Wanda as Finance Coordinator and Vin as Trustee Finance Chair, Leigh presented a draft budget, asking each locality for flat funding. The budget allows for a wage and salary increase for staff. It is a work in progress. She will be conferring further with Vin about the salary increase. Vin made the motion for members to approve the draft budget 2014-2015, dated 3-1-2014. Grace seconded the motion. Vin, Grace and Rosa voted to approve the draft budget. Leigh has information, indicating that State Aid will increase for the upcoming year.

B. Materials Selection Policy – Distributed with no revisions proposed until further research is accomplished.

C. Donations & Gifts Policy - Distributed with no revisions at this time. There is a form to give to donors as gifts are given. Eileen said she uses the form. The form needs updating.

**VI. Citizen's Comments:** Lamont Brand asked that staff make suggestions of other places citizens can donate books if the library is unable to use them or handle the volume of materials being offered. Ollie Wright said that weeding is not necessarily the issue in Lunenburg; the elimination of equipment and furnishings was more the issue. He indicated that a two-year balanced budget and a business plan have been developed for a stand-alone Lunenburg County PL system. He believes that they can run their Lunenburg libraries more efficiently and more effectively than they have been run by SRL. He suggested that every branch keep its own equipment. He indicated that community property including carryover/reserve funds should be distributed per population-based 28 and 72 percentages. Mr. Wright also indicated that Lunenburg-based Friends' paying for a forensic audit is being offered to help better determine the division of assets. They would like to have it as soon as possible. Wanda Brooks spoke to weeding and how important it is. She spoke to the issue of providing what people need and want. She spoke as a private citizen. She also spoke as an employee and stated that she thinks Lunenburg citizens have overlooked the many reports and issues that are dealt with on a regular basis such as answering to the IRS, the State Auditor, the State Library, county officials and citizens from all over. She said she worked for nine days recently with communication providers to solve connectivity problems. She stands by the auditors' reports.

**VII. Board Member Matters:** None

**VIII. Review of Meeting's Action Items:** 1.) Keep informed of developments with Lunenburg's potential withdrawal from Southside Regional Library. 2.) Implement computer enhancements asap. 3.) Propose in May FY 2013-2014 budget revisions. 4.) Table until May by-laws revision. 5.) Further consider capital improvements/shelving for Clarksville. 6.) Further develop policy revisions for gifts, weeding and disposal of property. 7.) Further develop board goals. 8.) Further research and develop materials selection policy revision + purchasing request forms, etc. 9.) Consider possible workshops for patrons to learn more about databases and technology. 10.) Distribute to trustees copies of two-year business plan from Lunenburg Withdrawal Exploratory Committee. Tracy indicated that the business plan does not include details such as requirements by the State and Federal governments. Rosa and Leigh agreed that while Lunenburg County researches withdrawal, Leigh will provide a list of administrative tasks to Tracy to assist with the process.

**IX. Closed Session:** At 3:45 p.m. Grace moved and Vin seconded the motion to move into closed session under VA-Code 2.2-3711A for discussion of personnel and evaluation. The vote carried.

At 4:15 p.m. the group moved out of closed session.

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

Vin Montgomery

Jackie Lilly

Rosa Townsend

Karen Scales

Grace McCrowell

**X. Adjournment** - Two additional items were discussed in open session at the end of the meeting and need to be reported. 1.) After discussion, members present generally agreed that they continue to support Phase II of Reorganization in

Lunenburg with part-time staff enhancements in Victoria and Kenbridge. 2.) A letter of understanding will be written to support R.T. Arnold Library Branch Supervisor Gloria Taylor's and Leigh's responsibilities, authority, and timeline with contingencies noted for accomplishing a teen center in South Hill.

The meeting adjourned at 4:20 p.m. with a reminder that the May 21<sup>st</sup> meeting will be at the Victoria Public Library at 2:00 p.m.

Respectfully submitted by Secretary Grace McCrowell

Grace McCrowell

Date

5/21/14

Chairperson Rosa Townsend

Rosa Townsend

Date

5/21/14