

**Southside Regional Library Board of Trustees
May 15, 2013 Meeting**

I. Call to Order - Chairperson Jackie Lilly called the meeting of the Southside Regional Library Board of Trustees to order at 2:00 p.m. at the Victoria Public Library on May 15, 2013. Library Director Leigh Lambert and trustees Rosa Townsend, Vin Montgomery, Jean Overman and Grace McCrowell were also present. Wanda Hamlett, Susan Smith, Roberta Rickers, and Donna Pulliam from staff attended. Lunenburg County Administrator Tracy Gee, library volunteer Jack Jamerson, and a number of citizens also attended.

II. Approval of March 20, 2013 Minutes - Jean moved adoption of the March 20, 2013 minutes as submitted. With a second from Vin and vote, the minutes were approved.

III. Director's Report -

A. General Progress Report - (1) Clarksville Expansion - Leigh asked Jackie to report on the Clarksville capital building project. Jackie showed a drawing of the new facility. 2015 is the target date for completion. Over half of the money for capital improvements has been pledged or raised during the silent phase. A public announcement will be made soon with further fundraising to be conducted, so that all the money for completion will be in hand before improvements begin. Jackie is extremely pleased with the progress and expressed deep appreciation to Dr. and Mrs. Charles Lee for their help. **(2) R. T. Arnold Library Teen Scene** - The committee working on this capital improvement project is studying all aspects of a teen scene at the library. Jack Jamerson is chairing the committee, which asks the SRL Board to approve their charter with goals, boundaries and scope statements. At this time the committee does not anticipate asking the town of South Hill, which owns the building, or SRL to provide funds to assist with this. Volunteers will do the fundraising. With a motion from Grace and a second from Rosa, trustees passed the motion to approve the charter. **(3)** Leigh reported that **Staff Day**, with topics on change management, customer service, the strategic plan, and an introduction about the SRL Foundation, LLC with Foundation President Mike Berryman, went well. **(4) Summer Reading Program** plans are gearing up. **(5) Other** - Leigh mentioned the Affordable Care Act and a few other items, listed in her report, sent to key stakeholders, staff, and board members previously.

Jean Overman's eight years of service (two full terms) as a trustee ends on June 30, 2013. Trustees presented Jean with a card of appreciation and a present for her diligent service. A suggestion for appointment from Lunenburg will be sent to Tracy Gee for the Board of Supervisors soon. Jean will remain on the Foundation Board. Thank you, Jean.

B. Circulation Report - Mini Statistics through April 2013 - Discussion on the circulation report centered on the lack of spending for library materials, particularly adult items and patrons' use of e-books. Technical Services/Resource Coordinator Donna Pulliam indicated that statistics for e-resources will be reported. Rosa and Grace were particularly concerned, noting that SRL should have more

print materials—i.e. books. Leigh said that staff and patron requests are now being more thoroughly honored and that the Library of Virginia will be funding e-books and audio downloads as well as Zinio (e-magazines) in the near future. SRL will negotiate with Zinio (e-magazines) for a credit, since we paid for subscriptions through fall 2013. Leigh promised to encumber and/or purchase the budgeted amount for materials by June. There was discussion about prepaying primary vendor Baker & Taylor, which has been done in the past.

C. Technology – Leigh and Technology Consultant Randy Schultz hope to have a draft technology plan by the July meeting. Several branch supervisors have asked that one-hour sessions for Internet usage be codified in the Acceptable Internet Use Policy, which currently lists 30 minute increments. Leigh wants to investigate print and PC management software, etc. for public computers per the strategic plan. Leigh doesn't think that an "open source" circulation system is realistic at this time, because of the complexity of open source and lack of tech support staff. Vin asked about microfilm, and Leigh said that it is still being used for local newspapers, some local deeds and marriage records, etc., related to genealogy requests. No reels in our collections have been digitized; digitization of microfilm is a fairly recent trend in the "library world".

D. Financial/Budget Reports – Leigh commented on the various July 2012 –April 2013 reports: (1) Income and Expenses by Class, (2) Income and Expenses Budget vs. Actual, (3) Local Income and Expenses by County, (4) Branch-Owned Funds, and (5) Balance Sheet. Leigh will ask Finance Coordinator Wanda Brooks to add a text box to the Balance Sheet to further clarify transferring Certificates of Deposit, designated to specific branches. She reported that \$10,000.00 from a CD, designated for R.T. Arnold Library, was transferred to the branch checking account, so that RTAL Branch Supervisor Gloria Taylor could pay for work that Queen & Son did on that building's Reference Room sight line/windows project. Leigh noted that several equipment/furniture purchases have been prioritized—ex.) computer laptops for a couple of branches and a new shelving unit for Victoria's children's section. She noted other expenses and pointed out that more miscellaneous income has been generated than projected. Leigh recently received a FOIA request, concerning branch owned funds, which she will respond to in a timely manner. Leigh will also confer with Butler Memorial Library Branch Supervisor Joyce Parcell-Greene about the minus on Butler's portion of the branch owned funds report.

IV. Old/Unfinished Business –

A. The **2012-2013 budget**, revised at the March meeting, still stands and staff will adjust as necessary by year end. Tracy advised about officially approving revised line items that are changed more than 1%.

B. Vin moved that the balanced **2013-2014 budget**, as proposed dated March 1, 2013, be adopted. Rosa seconded the motion which passed unanimously. Trustees will be mindful that if subsequent changes are more than 1%, they will have to reapprove these revisions.

C. Leigh will bring the "**Inclement Weather Policy**" revision to the next meeting for approval.

D. Leigh and Jackie thanked the **Long Range Planning** committee for helping with evaluating and setting priorities for the future. Leigh mentioned that the branch supervisors will be reviewing suggestions and giving ideas on June 6. The Strategic Planning Core Committee (Rosa, Grace, Jack, Leigh, Roberta and Gloria) will meet and make recommendations. Leigh plans to bring a revised edition to the July meeting. Ripberger PL Branch Supervisor Roberta Rickers asked for better communications in evaluating the plan. Vin asked the planning committee to concentrate on one or two priorities. Jack concurred. The committee will plan to prioritize one or two objectives from each of the five focus areas for Year Two. Year One has been a year of learning plus a year of several accomplishments, as noted in a related report.

E. Director's Evaluation – deferred to closed session.

V. New Business –

A. Panel of Physicians – The Virginia Municipal League has contacted physicians on the new workers' compensation list and asked the board of trustees to approve this list. Grace moved that we approve the Panel of Physicians for workers' compensation claims. Rosa seconded the motion. After discussion about potentially adding to the list at a later date, it was passed. Tracy advised that Leigh does not need to add physicians to the list, which has good geographic representation.

B. Proposed Branch Supervisor Job Description Revision – Under part V. on Job Requirements: The revision shows the removal of degree requirements/preferences and the addition of "... course work in library science or a related field, experience in library operations or a related field with supervisory experience" The VML HR consultant reviewed the changes. Rosa moved that the changes recommended by Leigh be adopted. Jean seconded the motion which passed.

VI. Citizens' Comments - Ollie Wright asked if the freeze on hiring a branch supervisor is still on. Leigh noted that the freeze is still in effect, adding that she and the trustees are continuing to explore options. Sue Wright mentioned that the Friends at Victoria have set up a petty cash fund for items like cleaning supplies, because neither VPL Library Assistants Susan Smith nor Wanda Hamlett are authorized to sign checks on the branch-based checking account. Sue plans to have related reports on receipts to send to SRL HQ. Staff members were advised not to spend their own money. Roberta had questions about statistics, which Donna answered. Roberta also wanted trustees to rethink the education requirements on the job description just passed. Roberta had questions about the Foundation. Jean responded that the Foundation is separate from the library system but will support all branches as time passes and bequests are made, noting the possibility of the Foundation helping with a Victoria PL expansion vision. Right now the bulk of monies in the Foundation have come from the bequest-related CDs, designated to the Clarksville, South Hill, and Boydton locations. Tracy thanked Jean for her board service and asked for an appointee suggestion as soon as possible.

VII. Board Member Matters -

A. Vin asked for the fines and fees to be reviewed.

B. Jackie thanked Wanda and Susan for their dedicated service in keeping Victoria library service at the current level. She mentioned Donna's and Roberta's help also.

VIII. Review Meeting's Action Items - (1) Teen Scene Charter—report approval to committee; (2) Affordable Care Act—further research and revise schedules as needed; (3) Technology Plan—solidify draft for July; (4) Inclement Weather Policy revision—solidify for July approval; (5) Strategic Plan—solidify revisions for July approval; (6) Suggest to Tracy name of potential successor for Jean. (7) Take a more proactive approach to spending/encumbering materials budget; (8) Balance sheet—further clarify CDs transfer; (9) Budget modifications if necessary for 2013 and 2014; (10) Fines and fees—review and compare with other systems; (11) Victoria Petty Cash—keep related communications open with VPL Friends and VPL staff; (12) VRS disability and hybrid plan—further research. (13) Panel of Physicians document—send VML notification of approval.

IX. Closed Session - At 3:15 p.m. Grace moved the board into closed session under VA Code 2.2-3711A1 for discussion of personnel. Rosa seconded the motion which passed.

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
Jackie Lilly		
Rosa Townsend		
Vin Montgomery		
Jean Overman		
Grace McCrowell		

Vin made the motion, seconded by Grace and unanimously approved, to return to Open Session at 5:35 p.m.

X. Adjournment - Jackie and Vin will go over Leigh's evaluation after this meeting. The members are pleased with Leigh's performance. At 5:40 p.m. the meeting was adjourned. The next meeting is scheduled at Boydton Public Library/SRL HQ on July 17, 2013.

Grace McCrowell
Prepared by Grace McCrowell, Secretary

7-17-13
Date

Jackie Lilly
Jackie Lilly, Chairperson

7-17-13
Date

