

**Southside Regional Library
Board of Trustees
Minutes**

**Wednesday, July 16, 2014
Boydton Public Library/Southside Regional Library Headquarters**

I. Call to Order: At 2:00 p.m. on July 16, 2014 Chairperson Rosa Townsend called the meeting to order by welcoming visitors. Trustees attending were Jackie Lilly, Grace McCrowell, Vin Montgomery, and Karen Scales as well as Rosa. Library Director Leigh Lambert, Lunenburg County Administrator Tracy Gee and two citizens were also present.

II. Approval of May 21, 2014 Minutes: The minutes of the May 21, 2014 meeting were approved with a vote after a motion from Jackie and a second from Vin. Karen abstained since she did not attend that meeting.

III. Election of Officers: The slate of officers suggested at the May meeting included Chairperson Vin Montgomery, Vice-chairperson Rosa Townsend and Grace McCrowell, Secretary. There were no further nominations. Jackie moved and Grace seconded the motion to elect the slate of officers for FY 2015. The motion carried.

IV. Director's Report: Vin as Chairperson asked Leigh for the Director's Report highlights, since she had submitted a detailed written report as an official document.

A. General Progress Report: Leigh announced and Jackie expanded upon the opening this day (July 16) of the new addition and renovation at the Clarksville location, now known as Burnett Library and Learning Center. Jackie invited everyone to visit and said that all funds were raised locally. Jackie is particularly happy with more room for children's programs. There were some photographs in Leigh's annual report. Congratulations to all: The steering committee including Jackie, staff, donors, including the Foundation and the Ruritans, and volunteers of Clarksville who made this happen.

B. Circulation Report: Leigh mentioned that materials circulation is still going down but not as much as in the past several years. Staff and patron requests have increased significantly.

C. Technology Report: Thirty-one computers in FY14 were purchased and installed to address Microsoft no longer supporting Windows XP. Details are in the Director's Report. There are concerns about potential legislation that would limit increases in funds to the Federal E-rate program. Leigh asked trustees to contact U.S. Representatives.

D. Financial/Budget Report: Vin asked that the agenda item, "FY 14 Budget" be moved to this portion of the meeting, as he had to leave to get back to provide coverage at his office. Leigh asked trustees to approve the budget to the actual for 2013-14, referring to these documents: 1.) Financial Summary—July 1, 2013 through June 30, 2014; 2.) State Aid Funds—Budget vs Actual—July 2013 through June 2014; 3.) Local Funds—Budget vs Actual—July 2013 through June 2014; 4.) Branch Owned Funds by Branch with Budget Totals—July 2013 through June 2014; 5.) Grants - Budget vs. Actual—July 2013 through June 2014; 6.) Income & Expenses by Class—July 2013 through June 2014; and 7.) Balance Sheet—As of June 30, 2014. She mentioned that at the May meeting, trustees said it was

acceptable to use some carryover funds, primarily in materials purchases. Vin, as financial advisor, moved and Rosa seconded a motion to adjust the budget to actual as presented. Leigh acknowledged that using carryover funds is not the best practice. Karen pointed out that the budget is on cash basis not accrual basis. The motion passed. Leigh indicated that Mecklenburg County Treasurer Sandra Langford has provided additional input about procedures with branch-based checking accounts.

Chair Vin asked that the withdrawal update be addressed at this time to accommodate his need to return to work within the next 20 minutes.

Withdrawal Update—part A. of V. Old/Unfinished Business: Tracy indicated a goal to schedule a meeting of the withdrawal committee in September. Leigh said that the following action items will be accomplished for that upcoming meeting: 1.) a list of SRL assets for the withdrawal process; 2.) a Lunenburg FY 15 budget, a Mecklenburg FY 15 budget, and a joint budget for FY 2015. Leigh has also received input from an E-Rate Central consultant. E-Rate Central will help prepare E-Rate paperwork for the two separate counties as well as combined documentation for SRL in anticipation of FY 2016. Tracy Gee will be the primary contact person for all parts of the withdrawal process for Lunenburg.

By mid-January, E-Rate Central needs to know if July 1, 2015 is a firm date for separation. The Learning Corporation (TLC), which provides the online automation system, will also need ample notice for separating this virtual asset and building new systems. TLC will also need to provide prorated costs, and SRL and TLC will need to address the issue of the current three-year TLC agreement. Karen mentioned buyouts and other “leases” that have been signed, which need to be addressed. Rosa said that the “withdrawal committee” will address these issues.

E. Annual Report—FY 2014: The library director presented a PowerPoint presentation of the Annual Report. This report will be placed on the library’s website. The report pointed out highlights of the year including photographs and positive aspects of library services and programs. Vin left the meeting during this report.

V. Old/Unfinished Business

A. Withdrawal Update - (discussed earlier)

B. FY14 Budget - (actual budget approved earlier in meeting)

C. FY15 Budget - This is a work in progress that will be revised for the September 2014 meeting. State Aid has been confirmed as presented. Plans for staff raises are still on the table. Leigh announced that Jessica (Jessie) Austin-Scaff, who recently has served in the collection development/technical services capacity, will be leaving SRL at the end of July. Cassie Boyd has agreed to purchase and process adult materials, and Leigh plans to do the statistics as a temporary fix for the vacancy.

D. Strategic Plan - The Year Three Addendum 2015 to the strategic plan was approved with a motion from Jackie and a second from Grace. Leigh pointed out that the plan is mostly recycled from last year with the addition in services to plan workshops and possibly one-on-one tutorials for electronic resources.

E. Technology Plan Draft – Trustees previewed the 2015 tech plan and will vote on it at the September meeting with additional revisions possible.

F. Virginia Municipal League VML Panel of Physicians – Revised - With a motion from Jackie and a second from Karen the list of acceptable workers’ compensation

physicians was accepted. Tracy suggested that Dr. Mary Cabrera be added to the list. Leigh will bring the revised list to the September meeting.

G. Trustees' Self Evaluation - The form from the Trustee Handbook was distributed. Grace asked members to send the filled out form to her by August 31. She will bring the results to the September meeting.

VI. New Business

A. Official Holidays - A few changes, incorporating dates when holidays fall on or near weekend days, were made to the proposed policy. Trustees were asked to review and vote on the proposed revision at the September meeting.

B. Volunteer Policy - Leigh asked members to review the minor changes and approve at the September meeting.

VII. Citizens' Comments - Trudy Berry complimented the teen services at the R.T. Arnold Library like its Teen Advisory Group (photos in the annual report). She would like to follow this model in Victoria.

VIII. Board Member Matters - none

IX. Review Meeting's Action Items - (1) Update trustees and stakeholders about grand celebration at the renovated Clarksville library—Burnett facility; (2) Anticipate approval of Technology Plan update in September; (3) Anticipate FY 2015 Budget revision in September; (4) Provide lists of agreements, including TLC, other "leases", and assets for withdrawal committee; (5) Try to add Dr. Cabrera to panel of physicians; (6) Return filled out form to Grace for Board self evaluation; (7) Review volunteer policy and holidays for vote in September; (8) Post the Annual Report and Year Three Addendum of Strategic Plan on SRL website.

X. Closed Session - none

XI. Adjournment

Adjournment occurred at 3:32 p.m. with a reminder that the next meeting will be held in South Hill at the R.T. Arnold Library at 2:00 p.m. on Wednesday, September 17, 2014.

Signature Grace McCrowell
Respectfully submitted by Secretary Grace McCrowell

11-19-14
Date

Signature Vin B. Montgomery
Chairperson Vin Montgomery

11-19-14
Date