

**Southside Regional Library
Board of Trustees**

**Wednesday, March 18, 2015
Burnett Library and Learning Center, Clarksville, VA**

I. Call to Order: At 2:00 p.m. Vice Chairperson Rosa Townsend called the meeting of the Southside Regional Library Board of Trustees to order. Other trustees present were Jackie Lilly and Grace McCrowell. Trustees Carolyn Hite and Vin Montgomery were not present. Library Director Leigh Lambert was present. Lunenburg County Administrator Tracy Gee represented the Lunenburg County Board of Supervisors. Robin Jones from the accounting firm of Creedle, Jones, & Alga attended. Burnett Library and Learning Center Branch Supervisor Eileen Barbieri welcomed the group, including citizens Trudy Berry and Lamont Brand.

II. FY 14 Audit Presentation: Robin Jones reviewed pertinent parts of the audit. Within the scope of the audit, there were no issues that need to be resolved, and the library was in a stable position. Robin left the meeting after her thorough presentation.

III. Approval of January 28, 2015 Minutes: Approval was deferred, because all those present at the January meeting were not at this meeting.

IV. Director's Report:

A. General Progress Report: Leigh reviewed a number of points on her written report. Some features were: (1) SRL will pay out full-time employees' accrued vacation earnings as of June 30, 2015, since SRL will no longer exist and vacation cannot be carried over to other entities. Full-time employees, based in Mecklenburg County, have met with Mecklenburg County Administrator Wayne Carter and Assistant County Administrator Judy Sheffield about this and some other issues like hours per work week. (2) Employer-paid insurance costs from April through June will increase considerably, because of a change in providers. (3) Members admired the furniture enhancements at Clarksville. (4) Plans are underway for a mid-April Open House for the Teen Space in South Hill. She brought up a number of other items that were discussed later in the meeting, mostly concerning withdrawal issues. Mecklenburg administration has recommended that the *Life* magazine collection be dispensed before separation. Tracy Gee reminded Leigh that she needs to follow surplus materials procedures and contact Lunenburg County Public Library, Inc. Trustee Chairperson Karen Scales for input. Grace and Rosa signed the resolution for Joyce Jones, retired Assistant Branch Supervisor at Butler Memorial Library in Chase City. Other items are detailed in the typed Director's Report.

B. Circulation Report: The downward trend continues in the number of materials checked out. As the soon-to-be Mecklenburg County Public Library (MCPL) Director, Leigh plans to prioritize goals to increase circulation in the forthcoming MCPL Strategic Plan.

C. Technology Report: SRL has ordered eleven new computers with Windows 7. Lunenburg will not be staying with The Library Corporation (TLC) as the Integrated Library System (ILS) provider. Lunenburg did not apply for FY 16 E-rate reimbursements. SRL's freelance IT consultant, Randy Schultz, highly recommends changing Internet service at Victoria to improve speed and access. Leigh was advised to confer with Karen Scales and Lunenburg Libraries Supervisor Donna Pulliam about this. Rosa said she didn't think it would be a good idea to enter into a contract at this point. Leigh announced that TLC has set up an updated "proof" SRL website that Leigh will review before it goes live; this will be the basis for MCPL's website.

D. Financial/Budget Reports: Leigh reviewed highlights of the financial documents, which include the following: (1) Balance Sheet as of February 28, 2015; (2) Income and Expenses by Class; (3) SRL Financial Summary compilation, which includes State Aid Funds – Budget vs. Actual, Local Funds – Budget vs. Actual, Branch-owned Funds by Branch, and Grants – Budget vs. Actual; (4) Income and Expenses Budget vs. Actual for each county + totals. All documents are July 2014 through February 2015. Leigh noted that some unspent funds—ex.) those initially budgeted to pay for an entire year of TLC services/resources—can be put toward some separation/set-up costs. Also, an issue of Mecklenburg's paying the Commonwealth of Virginia to spare SRL a reduction in state aid for FY 15 is being resolved with Lunenburg; see director's report page 4.

V. Old/Unfinished Business: Withdrawal Update: Leigh noted some high priority tasks to accomplish especially in Mecklenburg in order to qualify for state aid for FY 16—ex.) nominees for staggered MCPL trustee terms. She shared that separation will reduce state aid amounts for each county. As she understands it, common governmental funds will not be included in calculations for the amount of state aid given to Mecklenburg County PL and Lunenburg County PL in fiscal year 2016. Rough estimates for FY 16 state aid are Mecklenburg \$90,987.40 and Lunenburg \$40,875.50. Leigh noted that new identification labels for Mecklenburg and Lunenburg are being placed on library materials, and that cross-county loans/reserves will be suspended soon. She will aim to prepare reports as the end of the fiscal year approaches to cover patrons with lost materials and/or significant fines on their records in an attempt to recover some of these assets/generate more revenue before separation on June 30, 2015. Jackie suggested blocking patrons if they owe \$10.00 and up. New library patron card start digits and the goal to keep unpaid fines active are items to be resolved. A particular concern is fines on items from one county on the account of patrons from the other county. Tracy said that the Lunenburg libraries have received the 501(c)(3) designation; as such, Lunenburg County will not enter into contracts with library vendors. Other issues are listed in Leigh's typed Director's Report and in the action items at the end of the minutes.

VI. New Business: Bibliostat Report: Leigh distributed and pointed out several items in the final 2014 Bibliostat report, produced for The Library of Virginia.

VII. **Citizens' Comments:** Lamont Brand wants to explore keeping the *Life* Magazine collection together as one collection. He also said he experiences slow Internet service at Victoria Public Library.

VIII. **Board Member Matters:** None

IX. **Review Meeting's Action Items:** (1) Bring January 2015 minutes for approval to the May 20, 2015 meeting. (2) Check with Karen Scales and Donna Pulliam on changing Internet providers in Victoria, on the *Life* magazines collection, and about help Randy Schultz can provide Lunenburg's new IT consultant. (3) Withdrawal issues: (a) Finalize MCPL's resolution and other documents for organizing a county-based library system in Mecklenburg; (b) to qualify for state aid in FY 16, each county needs to provide to The Library of Virginia a copy of the by-laws for a governing board of trustees, a five-year plan, and a written statement of policy covering such items as service, personnel and the maintenance of books and other library material collections; (c) finish updated assets lists and agreements lists; (d) continue labeling materials; (e) solidify county-based contact information with vendors; (f) solidify pro-rated invoices for remainder of FY 15 with TLC and other vendors; (g) each county needs to obtain new library patron cards and try to resolve fines issues; (h) SRL Foundation needs to further explore options related to impact of separation; (i) prepare branch-owned checking accounts for separation; (j) obtain new signage for location in Boydton; (k) run year-end report(s) to cover patrons who have significant materials and/or fines on records. *Note: June 1, 2015 is the deadline for submitting state-aid qualifying documents like a resolution/charter, which is a requirement for state aid; Leigh noted that May 15, 2015 is preferred by The Library of Virginia for receiving these items. See Leigh's Director's Report for more details on withdrawal issues and related tasks.

X. **Adjournment (next meeting reminder):** The meeting was adjourned at 3:15 p.m. with a reminder that the next meeting will be at the Victoria Public Library on May 20, 2015. Eileen offered a tour of the newly remodeled Burnett Library and Learning Center.

Signature Grace McCrowell
Respectfully submitted by Secretary Grace McCrowell

5-20-15
Date

Signature Rosa Townsend
Vice-Chairperson Rosa Townsend,
serving as Acting Chair for this meeting

6/1/15
Date