

Southside Regional Library Board of Trustees
Meeting September 19, 2012

I. Call to Order and Agenda changes: Chair Jackie Lilly opened the meeting at the R.T. Arnold Library at 5:00 p.m. on September 19, 2012 with a welcome to guests, some of whom signed up to speak. She also noted a slight change in the agenda: the deletion of the SRL Foundation Update and the Clarksville Area Public Library Expansion Update, as the director's typed report includes these items. Other trustees present were Rosa Townsend, Jean Overman and Grace McCrowell. Leigh Lambert, Library Director, was in attendance. Trustee Vin Montgomery joined the meeting at 5:25 p.m.

II. Approval of minutes: Rosa moved and Jean seconded a motion to accept the July 18, 2012 minutes as presented. Jean moved and Rosa seconded that the August 1, 2012 minutes be approved. Both motions passed.

III. Director's Report:

- A. General Progress Report:** Jackie asked if there were questions concerning Leigh's detailed typed report. There were none.
- B. Circulation Report:** There were no questions about the two-month circulation report which shows increases in the number of items checked out.
- C. Technology Report:** no questions
- D. Financial/Budget Report:** Leigh noted that she and Vin (as trustee finance chair) had conferred about securing further documentation, regarding the FY 12 budget. Vin moved and Rosa seconded a motion to officially approve the FY 12 budget and its revisions, which staff had been authorized to make, using carryover funds to balance the budget. The motion passed. See FY 12 columns on "Southside Regional Library Proposed Budget 2012-2013 ("VRS Changes-09/19/2012")" spreadsheets, dated 09/19/12.

IV. Old/Unfinished Business:

- A. FY 2013 Budget Projections:** Leigh noted that the accountant has completed a draft FY 12 audit and has asked, in order for the audit to be completed, that trustees pass a budget for FY 13 with a notation about the designation of carryover funds to cover the gap for now. Vin moved and Jean seconded the motion to pass the FY 13 budget projections with its notations about the designation of carryover funds to cover the gap in the amount of \$7,407.00. This motion passed. Leigh plans to submit a revision of the FY 13 budget at the November 2012 trustees meeting, per the input of Lunenburg and Mecklenburg county officials; they are scheduled to meet on October 2, 2012.
- B. Long Range/Strategic Plan Update:** Leigh noted that there is a reference copy and a circulating copy of the long range plan at each branch. Jack Jamerson has received a \$100.00 gift card, voted upon at the July 2012 meeting, as a token of appreciation for his work on the plan. Branch Supervisors will discuss implementation at their October 18 meeting. Branch based budgeting and documents, explaining how the library is funded, are being finalized. Leigh suggested that prioritized policies to update/create be on the trustees' list of things to do.

- C. SRL Foundation Update:** This was reported in the typed director's report.
- D. Clarksville Area Public Library Expansion Update:** This item was also reported in the typed director's report.
- E. Policy/Updates/Revisions:** Trustees reviewed "Leave, Absences and Holidays" (personnel policy #5) and "Separations" (personnel policy #7) with revisions dated 09/19/2012. Grace moved that the policy revisions be approved. Jean seconded the motion which passed. Leigh will check on two additional related items and see if further revision is necessary.

V. New Business: Victoria Public Library Branch Supervisor Kathy Watson retired recently. Jackie read a resolution, in which trustees expressed their deepest appreciation for Kathy's long-term and dedicated service at the Victoria Public Library. Vin moved that the trustees adopt the resolution, which will accompany the minutes. Rosa seconded the motion which passed.

VI. Citizen's Comments: Among the citizens, who spoke and/or introduced themselves publicly, were: Ollie Wright (Friends of the Victoria PL), Roberta Rickers (Ripberger PL Branch Supervisor), Amy Hewitt (former SRL intern), Tommy Arnold (benefactor/namesake R.T. Arnold Library), Gloria Taylor (R. T. Arnold Library Branch Supervisor), and Nicole Clark (Assistant to the Lunenburg County Administrator).

VII. Board Member Matters – none

VIII. Review Meeting's Action Items: (1) Create prioritized list of most needed Policy Manual revisions; (2) Refine FY 13 budget after October 2nd meeting with Lunenburg and Mecklenburg officials; (3) Frame and present Kathy Watson's resolution; (4) Per her comments—clarify with Roberta the line item(s)/budget documents she referenced; (5) Study the draft FY 11 audit before September 24.

IX. Closed Session: At 5:50 p.m. Grace moved the group into closed session under VA Code 2.2-3711A. Rosa seconded the motion which passed. At 6:50 p.m. the open session was reconvened by a motion from Grace and a second from Rosa under VA Code 2.2-3712. Each member: Jackie, Vin, Rosa, Jean and Grace certified that no illegal topics were discussed.

X. Resume Open Session: Grace moved that because of budgetary constraints, there will be a freeze on new hiring until the budget can be refined to allow for such. Rosa seconded the motion which passed.

XI. Adjournment: The meeting was adjourned at 6:55 p.m. with a new regular meeting date set for November, because of a conflict with the Thanksgiving holiday. The next regular meeting is set for the second Wednesday in November, which is November 14 at 2:00 p.m. at the Butler Memorial Library in Chase City.

Grace McCrowell 11-14-12
Prepared by Grace McCrowell, Secretary Date

Jean P. Sherman - Vice 11-14-12
Jackie Lilly, Chairperson Chair Date