

**Southside Regional Library
Board of Trustees
May 21, 2014**

Wednesday, May 21, 2014 – 2:00 p.m. Victoria Public Library – Victoria, Virginia

I. Call to Order: At 2:00 p.m. Chair Rosa Townsend called the meeting to order by welcoming visitors. Trustees attending were Jackie Lilly, Grace McCrowell and Vin Montgomery as well as Rosa. Karen Scales was absent. Library Director Leigh Lambert, Lunenburg County Administrator Tracy Gee, Lunenburg County Assistant to the Administrator Nicole Clark and Lunenburg Libraries Supervisor Donna Pulliam were also present, as were several Ripberger and Victoria Library Friends.

II. Approval of March 19, 2014 Minutes: The minutes of the March 19, 2014 meeting were approved with a vote after a motion from Vin and a second from Grace.

III. Director's Report:

A. General Progress Report: Leigh thanked Donna for attending the meeting and complimented her on the decorations for the summer reading program. She mentioned several items referenced in the written report: (1) Clarksville renovations will be completed by early July. Jackie invited everyone to visit. (2) Edith Glidewell has been hired as a temporary employee at Ripberger to help with the summer activities. (3) There will be no staff development day this year. There were no further questions from Leigh's written report.

B. Circulation Report: Materials circulation continues to decline.

C. Technology Report: All new staff computers have been delivered to the branches along with some new patron computers to accommodate for Microsoft no longer supporting Windows XP. Additional patron computers are on order. The tech plan will be revised for the next fiscal year. SRL received a check for about \$1,800 from a class action settlement for licenses before the Sonic Walls were installed.

D. Financial/Budget Reports: Leigh referenced the "Financial Summary" report, noting that many of R.T. Arnold Library's (RTAL's) branch-owned expenses have been reimbursed with funds from the SRL Foundation's RTAL bequest account and that remaining Foundation funds for South Hill were transferred to an RTAL Friends' account for the Teen Space project. She also noted that we have used/encumbered all State Aid for FY 14, so remaining expenses will be charged mostly to local funds now.

IV. Old/Unfinished Business

A. Withdrawal Update: The Lunenburg County Supervisors voted to withdraw from SRL on April 10, 2014. Leigh indicated that officials want the withdrawal to be amicable with a realistic timetable. Vin, Rosa, and Leigh met with officials from both counties on May 14, 2014 to discuss withdrawal plans. Also in attendance at that meeting were Lunenburg County Administrator Tracy Gee, Mecklenburg County Administrator Wayne Carter, Mecklenburg County Assistant Administrator Judy Sheffield, Mecklenburg County Supervisor Glanz Spain, Lunenburg County Supervisors Wayne Hoover and David Wingold, plus consultant Kim Armentrout from the Library of Virginia (LVA). Tracy reiterated that there is no ill will with the Lunenburg split. She read from her notes from the May 14 meeting, adding that she emailed these meeting notes to Leigh today; Leigh will forward these to trustees. Tracy indicated that Kim reviewed state aid eligibility requirements with the withdrawal group and

also distributed eight handouts, which Leigh forwarded to trustees and stakeholders. Kim cautioned against organizing as 501(c)(3) non-profits. Kim referred to LVA's Planning for Excellence document to guide the counties with development of strategic plans. Kim also advised each county to explore other partnerships, because a regional library system is more beneficial to citizens than county-based systems. The goal date mentioned for separation is July 1, 2015 with an initial vision for assets divided "as is". Mecklenburg is already set up as a library fiscal agent, but Lunenburg will have to approve that set-up for its library branches. Kim advised each county to involve an attorney and get by-laws in place. Tracy noted that Mr. Hoover indicated that withdrawal was prompted by concerns with library administration—not funding. She also indicated that Lunenburg will pay its fair share for FY 15. The two-county withdrawal group will meet again in July. Grace moved that Rosa and Vin be designated to serve on this two-county withdrawal committee. Jackie seconded the motion that passed. Leigh will serve on this committee as library director. SRL will operate as usual for FY 2014-2015. Tracy left after her presentation.

B. FY 14 Budget Revision Proposal + FY 15 Budget: Leigh asked trustees to pass the FY 14 budget revision, dated 5-1-2014 to align with current expenses. She explained changes including the anticipated use of some local carryover funds as income, primarily to pay for equipment and materials plus the anticipated use of some branch-owned carryover funds, primarily for furniture. There was some additional discussion about carryover funds with Leigh noting that if we use all \$5,577 in carryover funds, now designated as income for FY 14, this will leave us with almost \$77,000 in carryover funds; this figure aligns with approximately 10% of the FY 15 operating budget's grand total. Vin thinks that is a good amount. Vin referenced the FY 14 budget revision's "Detail of Carryover/Reserve Funds" sheet, noting that Mecklenburg contributed well over 80% in local carryover funds and asked if Mecklenburg should receive a comparable percentage of remaining carryover funds upon separation. This is a matter for the two-county withdrawal committee to consider for a fair split of assets.

Leigh reiterated that the FY 15 budget, passed at the March 19, 2014 meeting is a work-in-progress. There are several uncertainties for FY 15 such as the amount of state aid income and possible salary adjustments. Leigh noted that she and Vin as finance chair had met that morning to discuss contingency plans about a possible reduction in state aid for FY 15, due to the current state budget impasse and shortfall. She and Vin agreed not to implement envisioned raises on July 1, due primarily to uncertainty about state aid. Leigh will keep trustees updated when she receives additional information from LVA. The FY 15 budget will remain "as is" until more information about state aid is received.

Jackie moved and Grace seconded a motion to accept the FY 14 budget revision, dated 5-1-2014. The motion passed.

C. By-laws: Article III – Officers: Without a full board present, Grace suggested that this item be dropped because of Lunenburg's withdrawal and that each county will have to draw up new by-laws. Vin moved and Jackie seconded the motion to drop this agenda item. The motion passed.

D. Policies—Materials Selection + Donations & Gifts: Leigh distributed information for members to review on gifts/donations policies. She reiterated that she is also researching materials selection and weeding policies in order to eventually propose related revisions.

E. Director's Evaluation: Grace compiled evaluation forms. Discussion will take place in closed session. Afterwards, Grace and Chairperson Rosa will go over the two-way evaluation with Leigh in private.

V. New Business

A. VRS Resolution: After the information was reviewed, Vin moved that the VRS Resolution with a certified rate of 10.94% be adopted. Jackie seconded the motion that passed.

B. VML Panel of Physicians: This item concerns a list of approved doctors from the Virginia Municipal League for employees to use for workers' compensation incidents. After reviewing the information, Vin moved that the trustees approve the document. Jackie seconded the motion that passed.

C. Long Range/Strategic Plan Update – Year 3 – FY 15: Leigh spoke about items accomplished and developed in FY 14. She reviewed some priorities from the plan and recommended that FY 15 priorities greatly resemble those for FY 14. She noted that she would like to accomplish the current year's salary study goal before June 30, 2014. Grace reminded members that their self-evaluation and development of trustee goals should align with the strategic plan. A strategic planning document is one of the requirements to receive state aid.

D. Slate of Officers – FY 15. Rosa announced the slate of officers to be voted on at the July meeting. They include Vin as chair, Rosa as vice-chair and Grace as secretary.

VI. Citizens' Comments: None

VII. Board Member Matters: Rosa advised that Mecklenburg form an exploratory committee such as Lunenburg has in place to help research separation components. Lunenburg's exploratory committee consists primarily of Friends members and is not to be confused with the two-county withdrawal committee of governmental officials and administrators. Library trustees realize that both county administrators will be very involved in withdrawal plans; trustees noted that the decision to create an additional Mecklenburg exploratory committee should likely be determined in consultation with Mecklenburg County Administrator Wayne Carter.

VIII. Review Meeting's Action Items: (1) Explore contingency plans and revise FY 15 budget upon receiving more information about state aid; (2) Eliminate redundancies of "holds checked out" for FY 13 so that FY 14 circulation figures can be compared appropriately; (3) Revise tech plan for FY 15; (4) Accomplish salary study of comparable rural systems; (5) Update Strategic Plan Year 3 Priorities in light of withdrawal plans; (6) Compose Board of Trustees' goals to be presented July 16 in conjunction with the board's self evaluation; (7) Send resolution to VRS; (8) Distribute Panel of Physicians to staff, notify doctors, and notify VML of approval; (9) Continue to research materials, weeding, and gifts/donation policies for proposed revisions; (10) Accomplish staff evaluations asap; (11) Confer with Wayne Carter about possible creation of a Mecklenburg exploratory committee.

IX. Closed Session: At 3:00 p.m. Grace moved the group into closed session under VA Code 2.2-3711 for the purpose of personnel and 2.2-3711 for the purpose of legal matters. Jackie seconded the motion that passed.

At 3:25 p.m. closed session ended with the following certifications.

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

Rosa Townsend
Jackie Lilly
Vin Montgomery
Grace McCrowell

Karen Scales

X. Adjournment: The next scheduled SRL Board meeting is set for July 16, 2014 at Boydton Public Library/SRL Headquarters at 2:00 p.m. in Boydton, Virginia. The meeting ended at 3:30 p.m.

Signature Grace McCrowell
Respectfully submitted by Secretary Grace McCrowell

Date 7/16/14

Signature Rosa Townsend
Chairperson Rosa Townsend

Date 7/16/14