

**Southside Regional Library (SRL)
Board of Trustees
Minutes**

**Wednesday, November 19, 2014
Butler Memorial Public Library**

I. Call to Order: At 2:00 p.m. on November 19, 2014 Chairperson Vin Montgomery called the meeting to order by welcoming visitors. Trustees attending were Carolyn Hite, Jackie Lilly, Grace McCrowell, Rosa Townsend and Vin Montgomery. Library Director Leigh Lambert, Lunenburg County Administrator Tracy Gee (who joined the meeting during Leigh's progress report) and two citizens were also present. Leigh asked to insert a discussion of holidays into the old business discussion.

II. Approval of July 16, 2014 & September 17, 2014 Minutes: Jackie moved that the July 16, 2014 minutes be approved. Rosa seconded the motion that passed. Grace moved that the September 17, 2014 minutes be approved with a written addendum from Carolyn about the "Withdrawal" section, indicating that she wanted to reiterate: 1.) that the technology consultant for Lunenburg County Libraries be included in meeting with SRL's IT consultant Randy Schultz, regarding aspects of separation and 2.) that the Boards of Supervisors for Lunenburg and Mecklenburg agree that all assets will remain in the respective libraries. Carolyn seconded the motion. The September minutes were approved with the addendum.

III. Director's Report:

A. General Progress Report: Leigh emphasized items from her written report including: (1) good progress on the teen space at R.T. Arnold Library (RTAL), with related bills paid by the Friends; (2) quotes for installation of glass doors at Boydton Public Library, with related bills to be paid by the Southside Regional Library Foundation's Boydton account; and (3) recent news that Joyce Jones, longtime Assistant Branch Supervisor at Butler will be retiring as of December 31, 2014. Butler Branch Supervisor Joyce Parcell-Greene is considering two part-time employees to fill the gap.

B. Circulation: The downward trend continues for materials checked out throughout the system as a whole, as shown on the mini-stats report, included as a packet item. Leigh noted that she has studied the full stats report, which shows increases in Large Print circulation along with significant decreases in uncatalogued paperbacks and magazine check-outs. She plans to share the full stats report in January. Vin noted that South Hill is down considerably. Vin asked that purchasing e-books for the public be reconsidered in the future along with a circulation-related survey of patrons to be piloted at RTAL. Grace asked if there is a downward trend in registered patrons. Leigh will aim to research that and include it in the January report. Rosa inquired about purging inactive patron accounts. Leigh indicated that this is not included among the full stats, but she will research this and aim to include it in January.

C. Technology: Technology consultant Randy Schultz has confirmed that most of the Sonic Wall maintenance renewals are scheduled for January 2017. Carolyn asked the board to give permission for Lunenburg's new technology consultant to talk with Randy. The new consultant's business is Business Over Internet Protocol. Permission was given. Leigh will alert Randy and Mecklenburg County Administrator Wayne Carter. There are costs for Randy's remote services involved in monitoring workstations. Some discussion followed about the source of payment for Randy's conferring with the Business Over Internet Protocol consultant.

Leigh is considering "all-in-one" hybrid computers for replacing remaining out-of-date XP ones.

D. Financial: Reports included: (1) Financial Summary; (2) Income and Expenses by Class; (3) Balance Sheet; (4) Income and Expenses Budget vs. Actual—State, Local, Mecklenburg,

Lunenburg, Totals; (5) Detail of Carryover/Reserve Funds 2006-2014. Leigh hopes to present a better revision of the 2014-15 budget in January. Leigh noted that the Financial Summary's Branch-Owned Funds sheet includes a bank service charge line item for RTAL; this relates to an audit response and paper statement fees. She noted that Connie Boyd: (1) was given the new title of part-time Burnett Library and Learning Center Assistant Branch Supervisor (new title only; no corresponding wage increase at this juncture) and (2) was given a one-time salary supplement for her extraordinary efforts during construction and remodeling for the Burnett Library and Learning Center in Clarksville. Branch Supervisor Eileen Barbieri was out on sick leave during the completion of construction/remodeling.

SRL administrative staff is figuring out how to handle dividing invoices such as FY 16 magazine subscriptions through vendor W.T. Cox, which will come due in the spring of 2015. SRL may just pay the W.T. Cox bill "as is" (pending branch input about what subscriptions to continue for FY 16) and ask the vendor to separate and update the related FY 16 contact information for the two counties.

Leigh explained other line items to the board's satisfaction including the difference between system and branch expenditures.

Mecklenburg County Administrator Wayne Carter has requested that an initial draft of an FY 2015-2016 Mecklenburg County Public Library budget be submitted before Christmas. Leigh hopes that The Library of Virginia (LVA) will give input soon on FY 16 State Aid estimates for budget purposes for both counties.

Tracy Gee and Wayne Carter will receive a letter soon from Leigh about: (1) dividing physical assets; (2) dividing virtual assets; (3) dividing local carryover/reserve funds based on the population percentages of 72% Mecklenburg and 28% Lunenburg; and (4) paying "residual costs" in FY 16 (ex. final SRL FY 15 audit).

Leigh also shared some details about the cost of the FY 14 SRL audit, which included an additional Virginia Retirement System (VRS) audit. Tracy said that the reason for VRS audits of governmental entities like the library and counties is to make sure the local entities can pay a portion of retirement benefits for their employees in case VRS cannot. Leigh noted that accountant Nadine Chase of Creedle, Jones, and Alga will make an FY 14 audit presentation at the SRL trustees' January 2015 meeting.

IV. Old/Unfinished Business:

A: Withdrawal Update: Branch supervisors are updating lists of physical assets (primarily equipment and furniture) to include branch donated items (ex. smart TV purchased directly from vendor with Friends money) that will remain at the various library locations.

Staff will make every effort to cut off orders for materials (books, DVDs, CDs) in the spring to reduce the likelihood of bills arriving after June 30, 2015. Starting soon, library materials will be stamped/labeled to indicate Mecklenburg (HQ in Boydton) and Lunenburg (branch-based) instead of indicating "Southside Regional Library" in Boydton.

Leigh sent a first draft of an agreements, memberships, and subscriptions list to both county administrators. She intends for a second draft to have more specificity such as information on Randy's monitoring services for servers and computer workstations.

Leigh, Grace, Vin, Wayne Carter, and Mecklenburg County Supervisors Glanzy Spain and Glenn Barbour met on October 31 to clarify understandings of what will be the future for Mecklenburg libraries. Unlike Lunenburg, Mecklenburg has no exploratory committee to handle this, so the work falls primarily on SRL administration. Topics included the following: (1) Board of Supervisors will pass a resolution to re-establish a Mecklenburg County Public Library as a department of the county; (2) Mecklenburg County Board of Supervisors will appoint trustees to govern the libraries; (3) Library staff will review policies and procedures to align with the county; (4) Before Christmas library staff will present to Wayne Carter a tentative library department budget for FY 16.

Tracy indicated that she will pursue further details in conjunction with Lunenburg County

Supervisors Wayne Hoover and David Wingold to provide more specificity about logistics, better cost estimates, and plans for the future. She also indicated that Lunenburg's exploratory committee is meeting almost weekly to make separation-related plans.

The Library Corporation (TLC) has provided cost summaries for each county for separate automated circulation and cataloging packages. TLC has proposed annual costs of approximately \$19,000.00 for Mecklenburg and approximately \$10,000.00 for Lunenburg. TLC has also proposed 5 year payment plans with cost reductions. TLC has proposed set up costs for Lunenburg for the first year, making its total Year One costs approximately \$29,000.00. TLC is offering some current customer discounts for Lunenburg since its records are already in the TLC format. TLC asked to be notified by January 2015 if each county plans to continue with TLC. One issue that needs to be resolved is the billing for different components of the automated system, such as AV Access and ITS.MARC, which have various expiration/renewal dates throughout the year. TLC is working to prorate these costs for the remainder of FY 15 for SRL and is planning to align renewal dates for all components for each county to subsequently run from July through June, coinciding with both counties' fiscal year timeframes.

E-Rate Central's services to prepare fiscal year 2016 E-Rate paperwork for both counties will be paid for by SRL this month. E-Rate Central will initially prepare FY 16 paperwork for a combined SRL plus for Mecklenburg and for Lunenburg separately. E-Rate Central will need to know by January/February 2015 that separation is on track in order to discontinue the SRL paperwork and concentrate instead solely on paperwork for the two county-based systems.

B. FY 15 Budget: Packet items included the Approved Budget 2014-2015 file (seven pages). Leigh hopes to present a revision of the 2014-2015 budget in January. There was discussion of State Aid budget reductions to localities with more information from the Virginia Department of Budget and Planning anticipated later in November. Each locality is to decide how to achieve the FY 15 reductions and how to return the necessary funds to the state. Leigh will aim to confer about this with both county administrators after receiving related estimates from the state.

C. VML Panel of Physicians: Jackie moved that the revised "Panel of Physicians" be accepted. Rosa seconded the motion which passed. It contains the additions of specialists Treadwell and Shibeshi.

D. Holidays: After discussion about New Year's Day 2015 occurring on a Thursday, Leigh was authorized to use her judgment and close additionally this holiday season from Wednesday, December 31 through Sunday, January 4.

V. New Business:

A. Recruitment Practices Statement—Personnel Policy: After discussion and information that Leigh has consulted with Virginia Municipal League (VML), Rosa moved that the Recruitment Practices statement 4.1 be approved as revised to give branch supervisors more flexibility in hiring part-time employees. Carolyn seconded the motion that passed.

B. Application Procedure Statement—Personnel Policy: After discussion about background checks, Carolyn moved that we accept revisions to 4.2, the Application Procedure statement, as submitted. Rosa seconded the motion that passed.

C. Classification Statement—Personnel Policy: Because of the need for compliance with the Affordable Care Act, part-time employees, as of January 1, 2015, must not average over 29.5 hours per week; the revised Classification Statement, 3a., notes the recommendation to not average over 29 hours per week. Leigh noted that changes in part-time schedules primarily affect the Victoria Public Library staff. Lunenburg Libraries Supervisor Donna Pulliam and Leigh are conferring on how to handle these changes. With a motion from Rosa and a second from Carolyn, revisions to the Section 3 Classification/Compensation statement, as submitted, were voted on and accepted.

After July 1, 2015, library policies and procedures will have to align with each respective county.

VI. Citizens' Comments: Lamont Brand asked for clarification on residual costs associated with the anticipated SRL audit for current FY 2015.

VII. Board Matters: None

VIII. Action Items: (1) Notify Randy Schultz and Wayne Carter about Lunenburg's Business Over Internet Protocol consultant; (2) Get best estimates from LVA for State Aid for FY 2016; (3) Get updated physical assets lists from branches; (4) Begin using new identification labels/stamps for various branches; (5) Keep E-Rate Central informed about separation plans so that it can submit appropriate FY 2016 E-Rate paperwork; (6) Propose in January FY 2015 budget revisions and after conferring with both county administrators, reflect state aid reductions to localities if necessary/applicable; (7) Manage materials purchases so billing will be clean for withdrawal; (8) Distribute 2013-14 audit for discussion at January 2015 meeting; (9) Study or survey why circulation statistics are declining, especially in South Hill at R.T. Arnold Library; (10) Incorporate new policy statement revisions into the SRL policy manual; (11) Notify staff and patrons about the enhanced New Year's holiday schedule for this season; (12) Solidify prorated invoices for the remainder of FY 15 with TLC and notify TLC the intentions of each county about 2015-16 proposals and inquire about related invoicing and payment timeframes; (13) Carry out scheduling changes to comply with the Affordable Care Act; (14) Get letter to Tracy and Wayne, outlining requested specifics of withdrawal; (15) Produce second draft of agreements list.

IX. Adjournment The meeting adjourned at 3:40 p.m. The next meeting will be at Ripberger Public Library in Kenbridge on January 21, 2015 at 2:00 p.m. with a back-up snow date of January 28, 2015 at 2:00 p.m.

Signature Jackie Lilly
Respectfully submitted by Secretary Grace McCrowell
Acting Jackie Lilly

1-28-15
Date

Signature Vin Montgomery
Chairperson Vin Montgomery

1-28-15
Date