

**Southside Regional Library Board of Trustees
July 17, 2013 Meeting**

I. Call to Order - Chairperson Jackie Lilly called the meeting of the Southside Regional Library Board to order at 2:05 p.m. in a meeting room on the second floor of the SRL Headquarters/Boydton Public Library facility in Boydton, Virginia on July 17, 2013. Library Director Leigh Lambert and trustees Rosa Townsend and Grace McCrowell were also present. A number of citizens were present. Trustee Vin Montgomery was absent.

II. Approval of May 15, 2013 and June 5, 2013 Minutes - Rosa moved adoption of the May 15, 2013 and the June 5, 2013 meetings' minutes as submitted. With a second from Grace and vote, each meeting's minutes were approved.

III. Election of Officers - The slate of officers recommended included Rosa Townsend, Chairperson, Jackie Lilly, Vice-chairperson and Grace McCrowell, Secretary. Rosa moved that the slate of officers be accepted. Grace seconded the motion which passed. Jackie has been appointed by the Mecklenburg Board of Supervisors to serve another four-year term.

IV. Director's Report (distributed prior to meeting)

A. General Progress Report - Leigh highlighted several items from her written report, which had been distributed earlier. (1) Mitzi Lail, who had been appointed to the SRL Board of Trustees by the Lunenburg County Board of Supervisors in June, notified Leigh that she will be unable to accept the appointment at this time. SRL will suggest another candidate as soon as possible. (2) SRL has until November 1, 2013 to make a decision about Virginia Retirement System's Virginia Local Disability Program (VLDP). Leigh is following what the two counties are researching for alternative options and will contact VML (Virginia Municipal League) to see if it offers a comparable alternative. (3) State Aid will be \$178,618.00 for FY 2014.

B. Circulation Report - (distributed prior to meeting) Leigh highlighted several items. (1) While traditional materials counts are down, a number of statistics for electronic resources (er) have been gathered. (2) Other Virginia public library directors have expressed concerns about the downward trend for traditional library materials circulation and other usage areas like PC use, programming attendance, etc. (3) Boydton was the only local library with overall circulation increases in FY 13. Rosa suggested that Leigh partner with local schools to advertise (er) *Learning Express*. Leigh gave other statistics for electronic resources such as "hits" on the *Britannica* database.

C. Technology Report - (distributed earlier) - The draft tech plan, dated July 14, 2013, addresses various projects for FY 2014.

D. Financial/Budget Reports - (distributed earlier) - Trustees had studied these financial reports: (1) FY 2013 Year-to-Date Income and Expenses Budget vs. Actual; (2) FY 2013 Year-to-Date Income and Expenses by Class; (3) FY 2013 Local Income and Expenses by County; (4) FY 2013 Branch-Owned Funds by

Branch; (5) Balance Sheet as of June 30, 2013; and (6) State Aid Income & Expenses by County. She mentioned some highlights: (1) Miscellaneous income increased primarily because of fax and copy machine usage. (2) Employees were given gift cards as special appreciation for their good work and in lieu of raises; several have expressed their thanks for these gifts. (3) R.T. Arnold Library and Butler Memorial Library had big projects, paid for by their Friends groups; these expenses show on the line item "building maintenance" and mostly in the branch-owned funds section of the budget.

E. Annual Report - FY 2013 - Leigh gave a 25 minute PowerPoint presentation, highlighting statistics and services and giving explanations for the year. She stated that some of the statistics will be revised before submissions are made to the Library of Virginia for the Bibliostat report. It is challenging to capture accurate and consistent data throughout the system, particularly for usage statistics entered manually. When Leigh showed the architect's picture of the new Clarksville library, Jackie commented that the community should have the money to begin construction within the year. Leigh noted several Year One accomplishments from the Strategic Plan and said there is always room for ongoing improvements, especially in communications. She ended with a reference to the Library Value Calculator and Return on Investment. Rosa moved that the "Annual Report FY 2013" be adopted. Grace seconded the motion that passed.

V. Old/Unfinished Business

A. FY 2013 Budget - The "Proposed Year-End Budget Adjustments" report was discussed. Trustees asked Leigh to edit it to show each town's contribution and today's date before sending it to localities. Grace moved that the report be approved. Jackie seconded the motion that passed. Both counties will be given the approved budget adjustments, dated July 17, 2013. Leigh indicated that a requested letter, noting year-end figures for SRL on the fiscal agent's books, has been sent to Mecklenburg County (fiscal agent).

B. FY 2014 Budget - SRL's 2013-14 budget will be adjusted as numbers for insurance, VLDP, town contributions, etc. are solidified.

C. Long Range/Strategic Plan—Year Two Addendum - A three page report "Designating TOP Priorities for Year Two (July 1, 2013 - June 30, 2014)", dated July 15, 2013, was discussed. Grace moved and Jackie seconded a motion to include this report as an addendum to the original strategic plan. The motion passed.

D. Technology Plan Draft - Leigh presented this draft plan, indicating updates and improvements to be accomplished in FY 2014. Grace asked that the plan indicate when the TLC contract expires with budget implications. Jackie moved and Grace seconded approval of this draft plan, dated July 14, 2013. The motion passed. Leigh indicated she will aim to bring a finalized version to trustees in September.

E. Policy Updates/Revisions - (1) Inclement Weather - The primary change indicated that part timers be paid for hours worked (not scheduled). Grace moved that this change, dated July 17, 2013, be made to the policy. Jackie seconded the motion and it passed. (2) Funding Document - Leigh asked trustees to study the

funding document and note that wording of "political subdivision" be changed to "free regional library system" so that the change can be voted on at the September meeting. There was a suggestion that "common governmental" funds, which are mentioned in the funding document, be reported for each location along with the final FY 13 SRL operating budget adjustments to local governmental entities; Leigh said SRL gets these figures in the fall of the year.

VI. New Business

A. Friends of the Victoria Public Library - Leigh read the SRL Friends Policy, dated 2/27/1985. Next, Ollie Wright, as Victoria Public Library Friends spokesperson, presented comments, concerning the deteriorated relationship between the Victoria Public Library Friends and SRL. He provided copies of his related three page talking points document. He shared the Victoria Friends' perspective on several topics; the main issues were financial and personnel. He listed contributions made by the Victoria group as well as specific complaints about the current decision by SRL to have one branch supervisor for two branches in Lunenburg. He felt he was deceived into thinking that a new Victoria branch supervisor would be hired when the SRL Board was going forward with reorganization plans. He praised the former branch supervisors, Kathy Watson and Roberta Rickers, and complained about their treatment as employees. However, he indicated that the group is committed to try to work things out and reestablish better working relations. Edward Pennington, Chairman of the Lunenburg County Board of Supervisors, asked that the SRL Board have more open communications with the Lunenburg branches. He doesn't want the Board of Supervisors to be confronted with citizen complaints that should be addressed to SRL. He wondered why Lunenburg's branch supervisory position is combined when Mecklenburg's supervisory positions are not being reorganized at this time. Grace responded that it was a budgetary matter and that SRL, in order to balance the budget, had to make cuts in Lunenburg.

B. Communications Meeting - Leigh noted that a "Communications" meeting between the Friends of the Victoria Public Library and SRL representatives was strongly encouraged during the library discussion at the July 11, 2013 Lunenburg County Board of Supervisors meeting. She noted that she envisions this "Communications" meeting as a joint meeting of both Lunenburg Friends groups and the SRL Board of Trustees with members of the public and government officials welcome. She suggested inviting a Library of Virginia-public library consultant to facilitate the meeting and help clarify roles and responsibilities of both bodies—friends and trustees. Scheduling an early August meeting will be attempted to suit all parties. It was suggested that the meeting concentrate on outcomes so that rumors and accusations will not dominate the meeting.

VII. Citizens' Comments - Trudy Berry gave a number of suggestions to the trustees and summarized her written documents that had been forwarded, per her request, to trustees prior to the meeting. She indicated that public support and the perception for actions taken are essential. One suggestion was putting more information in the newspapers. Grace clarified the library's budget process from fall

2012, when government officials from both counties provided input, indicating that Wayne Hoover, former Chairman of the Lunenburg County Board of Supervisors, urged the library Board to balance the budget with the money allotted and that difficult decisions had to be made. In addition, Joyce Redford, President of the Friends of the Victoria Public Library, and Chairman Pennington expressed frustrations. Rosa interjected that the communications meeting will address concerns. Grace also addressed Trudy's suggestion of having a treasurer as an officer of the Board. Trustees agreed to review the section on officers of the By-Laws to clarify that SRL's fiscal agent at this time is Mecklenburg County and that SRL does not have a separate bank account.

The Trustees appreciated the heartfelt remarks from Lunenburg citizens and responded.

VIII. Board Member Matters (none)

IX. Review Meeting's Action Items - (1) Partner with schools to promote SRL database *Learning Express*; (2) Check on status of patron records purging; (3) Finalize tech plan; (4) Research capturing WiFi usage; (5) Send final SRL FY 13 approved operating budget adjustments, after editing per today's input, to local governmental entities and plan to share "common governmental figures with interested parties; (6) Set meeting date and agenda for joint "communications" meeting of SRL and Lunenburg Friends and officials; (7) Further research VLDP and notify VRS of decision to accept their extension; (8) Adjust data for Bibliostat report; (9) Make necessary FY 14 budget adjustments and submit a revised budget that remains balanced at the September meeting; (10) Bring By-laws changes to the September Meeting for officers section; (11) Suggest trustee candidate to Lunenburg County Administrator Tracy Gee asap.

X. Closed Session - At 3:50 p.m. Grace moved that the Board go into closed session under VA Code 2.2-3711A1. Jackie seconded the motion that passed.

At 4:18 p.m. Grace moved and Jackie seconded a motion to reconvene in open session, per VA Code 2.2-3712. This motion passed.

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

Jackie Lilly

Vin Montgomery

Rosa Townsend

Grace McCrowell

XI. Adjournment: - The next scheduled SRL Board meeting is set for September 18, 2013 at R.T. Arnold Library at 2:00 p.m. in South Hill, Virginia. The meeting ended at 4:22 p.m.

Grace McCrowell
Prepared by Grace McCrowell, Secretary

Rosa Townsend
Rosa Townsend, Chairperson

9-18-2013
Date

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