

**Southside Regional Library
Board of Trustees
Minutes**

**Wednesday, September 17, 2014
R.T. Arnold Library (RTAL), South Hill, VA**

I. Call to Order: At 2:06 p.m. on September 17, 2014 at the R.T. Arnold Library, Chairperson Vin Montgomery called the meeting of the Southside Regional Library Board of Trustees to order. Other trustees present were Grace McCrowell and newly appointed trustee from Lunenburg, Carolyn Hite, because Karen Scales resigned. Trustees Rosa Townsend and Jackie Lilly were not present. Library Director Leigh Lambert was present. Lunenburg County Administrator Tracy Gee represented the Lunenburg County Board of Supervisors.

II. Welcome/Swearing in of New Trustee: Vin read and Carolyn repeated the oath of office. Carolyn, Vin and Leigh met earlier in the day for her orientation.

III. Approval of July 16, 2014 Minutes: Deferred because a quorum of those attending that meeting were not present.

IV. Director's Report:

A. General Progress Report: Leigh submitted a written report and emphasized a few points and added more news: (1) The Burnett Library and Learning Center (BLLC) dedication ceremony was held in Clarksville with trustees, the director, and some other staff members attending. (2) The Teen Space, with costs paid for by the Friends of RTAL, is progressing in South Hill. (3) New panic hardware for two doors at BLLC is envisioned with the possibility of a safety grant from Virginia Municipal League (VML). (4) Lunenburg Libraries Supervisor Donna Pulliam and Leigh plan to attend the Virginia Library Association conference in Williamsburg in October. (5) September is Library Card Sign-up Month. (6) Joyce Redford has resigned as the President of the Victoria Public Library Friends. (7) Former Ripberger Public Library Branch Supervisor Roberta Rickers passed away recently.

B. Circulation Report: The number of materials circulated continues a downward trend. When fairly recent circulation figures are compared to other libraries in this geographic area for circulation per capita, the view is more positive; however, they are down when compared to last year's SRL numbers. Leigh will send statistics from The Library of Virginia (LVA) for trustees. Clarksville's library was closed for renovations, affecting statistics.

C. Technology: Leigh is mindful of changes in E-Rate discounts (telephone and Internet) and is planning on 60% reimbursement for FY 16 as opposed to 80% currently. She is planning on arranging for separate paperwork for Lunenburg and Mecklenburg as well as for a combined SRL. She plans to pay E-Rate Central, which will continue to assist with paperwork. Lunenburg has already selected a technology consultant. Leigh will advise TLC (The Library Corporation) and SRL's freelance IT consultant Randy Shultz, who has the virtual monitoring, etc. Discussion followed.

D. Financial/Budget Reports: (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) Approved Revised Budget 2013-14 and Approved Budget 2014-15; (6) Branch-Owned Funds that are being reconciled. The library at Boydton is the only one that does not have a branch-based checking account. Leigh plans to set up an account for it soon.

V. Old/Unfinished Business:

A. Withdrawal Update: Tracy Gee said that the new name for their library is Lunenburg County Public Library System and that appointments have been made for trustees to serve this county-based system. Tracy is only the liaison; the newly appointed Lunenburg County PL trustees are responsible for researching and preparing everything else to organize this library system. She plans to meet with county officials (two-county withdrawal committee) in October to finalize a July 1, 2015 withdrawal. Leigh agreed to continue to report on three separate budgets—SRL, Mecklenburg, and Lunenburg. The list of “to do’s” are (1) to make sure all assets (excluding books, DVDs, and other circulating/reference materials) are listed for each branch. Each branch supervisor will review a list of items that were purchased by the system (not care of Friends groups’ contributions or donations) and revise the list to include these additional items. (2) to make a list of all leases/licensures/warranties, including security systems, etc. for each branch. (3) to pursue completion of E-Rate applications. Lunenburg and Mecklenburg need to be mindful of the organizational structure (ex. governing vs. advisory board of trustees), Grace reminded. Leigh stated that she believes Mecklenburg is considering making the libraries a department of the county.

B. FY 15 Budget: Because there are still uncertainties, the revision of the 2015 budget, approved in March 2014, will be revised in November 2014. There will be an additional cost for Creedle, Jones, and Alga accountants for the FY 2014 audit, because the Virginia Auditor of Public Accounts requested a new Virginia Retirement System (VRS) audit of governmental entities. Vin is working with Finance Coordinator Wanda Brooks and Leigh to present the revised 2015 budget. Leigh gave some details, affecting savings in staff expenses, and is hoping to give salary supplements before the end of June 2015; both counties have given raises to departmental employees in the past several years. Leigh reiterated that VML may grant a portion of the funds needed for panic bars in the old section of BLLC in Clarksville.

C. Official Holidays: Grace moved and Carolyn seconded a motion to approve policy changes for holidays. It was approved.

D. Volunteer Policy: Changes to the volunteer policy were approved after a motion from Carolyn and a second from Grace. A brief discussion noted that only staff members drive the library van.

E. Technology Plan: There were no revisions to the plan from the one presented in July 2014. Leigh will change wording to include “other designees” as follows: “... Randy Shultz will work with library staff and other designees ...”, since he will have to communicate with the new Lunenburg tech person to better prepare for withdrawal. Trustees accepted the plan.

F. VML Panel of Physicians - Revised: Grace moved and Carolyn seconded the revised list of approved physicians for workers' compensation. This motion passed.

G. Trustees' Self Evaluation: Grace presented the written compilation of Jackie's, Karen's, Rosa's, Vin's, and Grace's responses on the form for board self evaluation from *Virginia Public Library Trustee Handbook*. She read the areas of concern as well as comments that were listed on the document.

H. Library Director Evaluation Form: Trustees accepted the form used in the spring of 2014.

VI. New Business: - Vin mentioned R.T. Arnold Library's Friends' fund raising event: The Holiday Bazaar, which will be November 15 and 16 in South Hill.

VII. Citizen's Comments: Lamont Brand offered a solution for dealing with books checked out and not returned by July 1, 2015 to various libraries in the two counties, suggesting that intra-library loans could become inter-library loans.

VIII. Board Member Matters: Grace is concerned that Mecklenburg be sure and do what Lunenburg is doing and keep Mecklenburg's library board as a governing board.

IX. Review Meeting's Action Items: (1) Make further progress on withdrawal preparations (a) assets (b) agreements (c) E-Rate applications; (2) Send LVA's statistics for other libraries (ex. circulation per capita) to trustees; (3) Tracy will facilitate an October meeting between Mecklenburg and Lunenburg officials (withdrawal committee); (4) Notify Randy Schultz of Tech Plan's slight revision; (5) Establish checking account for Boydton Public Library; (6) Add new policies and forms to the policy notebooks.

X. Adjournment: Adjournment occurred at 3:30 p.m. with a reminder that the next meeting will be held in Chase City at the Butler Memorial Library at 2:00 p.m. on Wednesday, November 19, 2014.

Signature Grace Mc Crowell
Respectfully submitted by Secretary Grace McCrowell

11-19-14
Date

Signature Vin Montgomery
Chairperson Vin Montgomery

11-19-14
Date



[Redacted]

minutes

1 message

Carolyn Hite [Redacted]

Tue, Sep 30, 2014 at 12:42 PM

To: [Redacted]

Grace,

Please note my email address. In regard to the minutes, under withdrawal, please include my request that the technology consultant for Lunenburg County Libraries be included in the meeting with Randy Schultz regrading certain aspects of the separation. Also please reiterate that the boards of supervisors for Lunenburg and Mecklenburg made the decision that all assets would remain in the respective libraries.

Thanks,
Carolyn

(Akw)
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