

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

**Wednesday, January 28, 2015
Ripberger Public Library**

I. **Call to Order:** At 2:22 p.m. on January 28, 2015 Chairperson Vin Montgomery called the meeting to order. Other trustees attending were Jackie Lilly and Carolyn Hite. Trustees Grace McCrowell and Rosa Townsend were absent. Jackie served as Acting Secretary in Grace's absence. Also present were: Leigh Lambert—Library Director, Donna Pulliam—Lunenburg Libraries Supervisor, Nicole Clark—Lunenburg County Assistant to the County Administrator, and two citizens.

II. **Approval of the November 19, 2014 Minutes:** Carolyn moved that the November 19, 2014 minutes be approved. Jackie seconded the motion, which passed.

III. **Director's Report:**

A. **General Progress Report:** Leigh emphasized items from her typed report including: (1) successful remodeling for the teen space at R.T. Arnold Library (RTAL) with related bills paid by the RTAL Friends; (2) Butler Memorial Library (BML) Assistant Branch Supervisor Joyce Jones' retirement; and (3) reductions in the IRS' TFOP (Tax Form Outlet Program). Vin read aloud a resolution in honor of Joyce Jones; with all in favor, trustees in attendance signed the resolution, which will be framed and presented to Joyce after Rosa and Grace sign it.

B. **Circulation:** Leigh noted the inclusion in packet items at the half-year mark of more detailed statistics than usual. These include more circulation figures, electronic resource data, and programming numbers. A downward trend continues in comparing year-to-date stats this fiscal year to last fiscal year. Leigh referenced an action item from the November 2014 trustees' meeting: Vin's suggestion of a survey to try to determine why circulation statistics are declining, especially at RTAL. Leigh prefers to table this action item for the time being in order to focus on library separation preparation. RTAL Branch Supervisor Gloria Taylor recently offered input about some factors likely driving down use at her location. These include: (1) Southside Virginia Community College's (SVCC's) adjacent Lake Country Advanced Knowledge Center offering Summer Reading Programs, computers, and lower cost printouts/copies; (2) RTAL closing during big town events like Affair on the Square; and (3) less visits this year by groups like HeadStart. Leigh referenced the recent release of the Institute of Museum and Library Services' 2012 Public Library Survey Report (not a packet item), which notes similar decreases nationally.

There are also decreases in SRL's electronic database use of *Britannica*, *LearningExpress*, and *National Geographic*. This data can be used to drive decisions about subscription renewals in light of upcoming expiration dates. Only *HeritageQuest* expires cleanly at the end of this fiscal year. Leigh contacted representatives for *Britannica*, *LearningExpress*, *HeritageQuest*, and *National Geographic*, asking for pro-rated cost proposals with the option to extend SRL's subscriptions to June 30, 2015. Donna expressed the desire to continue with *Britannica*. Funds saved by not renewing some database subscriptions can potentially be put toward separation/set-up costs with Integrated Library System (ILS) vendor The Library Corporation (TLC)—and with a comparable vendor, should Lunenburg County choose not to continue with TLC. Leigh also asked the four database vendors to produce FY 16 cost proposals for each county.

Leigh referred to the "Borrowers Added and Deleted" reports, noting that she is hesitant to

purge a lot of patrons during the transition into two county-based systems, as part of the separation will involve current ILS vendor TLC dividing patron data, based on "home" location. With "home" location as a focus, Leigh also noted the action item to soon halt reserves/in-transit deliveries from one county to the other. Discussion followed about this starting as early as March 1 or as late as April 1. Carolyn inquired about how to convey this information to patrons; the general consensus is to convey this via one-on-one, as needed interactions with patrons and not to produce related signage or press releases. Staff members will have to be on high alert particularly about "owning" locations as circulating items are returned in the next few months.

C. Technology: Leigh referenced the related packet item: Freelance IT consultant Randy Schultz's implementation plan for the current technology plan. A primary item from the implementation plan is: "Network Documentation" with Randy preparing documentation to assist with the library system separation. Randy plans to share this documentation with the Business Over Internet Protocol representative, who will provide IT services for Lunenburg County Public Library System (LCPLS). Randy will continue to provide IT services for Mecklenburg County Public Library (MCPL). Randy's implementation plan focuses on Lunenburg locations in the "network documentation" portion and on Mecklenburg locations for progress on a "standardized footprint".

Randy's implementation plan includes an upgraded SRL website; this is TLC's responsibility, and TLC is encouraging SRL to upgrade from version 2.6 to 6.X. TLC has provided at no additional cost an upgraded "proof" site; after Leigh reviews it, it will go live. An upgraded SRL website aligns with a strategic plan objective. It can potentially be a foundation for either county-based library system's website.

Randy was helpful with getting "All-in-Ones" with touch-screens and Windows 8 installed for RTAL's teen space.

D. Financial: Reports included: (1) Financial Summary; (2) Income and Expenses by Class; (3) Income and Expenses Budget vs. Actual; and (4) Balance Sheet as of December 31, 2014. Leigh pointed out several items: (1) percentages of received revenues and expenditures; (2) possibility of using for separation/set-up costs (ex. ILS-related costs) some of the \$23,000 in state funds budgeted for contract services; (3) addition of a Grants section to reflect the award of a Virginia Municipal League (VML) safety grant; (4) considerable amount of income to Clarksville in "Branch-Owned Funds by Branch", reflecting a recent \$20,000 donation directly to the Burnett Library and Learning Center (BLLC) for "Phase 2" remodeling enhancements; (5) reconciliation of branch-owned funds plus the recent establishment of a Boydton Public Library (BPL) branch-based checking account; (6) \$300 check to Robert Pulliam in appreciation for his assistance with the recent shelving enhancements at Ripberger Public Library (RPL) and Victoria Public Library (VPL); this is reflected in the miscellaneous Lunenburg local expenses line item; (7) currently booking with the 28%/72% population-based formula \$1,001.81, paid in November 2014, to E-Rate Central. E-Rate Central's Melissa Zaruba is continuing to help with FY 15 E-Rate paperwork for SRL, and she initially also prepared FY 16 E-Rate paperwork for a combined SRL (just in case) plus FY 16 E-Rate paperwork for MCPL. Melissa—per input from LCPLS trustee Ollie Wright—has not prepared FY 16 E-Rate paperwork for LCPLS. The late February 2015 deadline to submit FY 16 E-Rate paperwork (form 470) is fast approaching. Leigh is open to re-booking the E-Rate expenditure with a larger portion for Mecklenburg—if Lunenburg continues without Melissa's assistance for FY 16 paperwork. Some discussion followed about the upcoming deadline with Carolyn indicating that she will contact LCPLS trustee Karen Scales to inquire about the status of LCPLS' FY 16 E-Rate

paperwork filing progress.

Leigh noted that she submitted before Christmas to Mecklenburg County Administrator Wayne Carter an initial draft of an FY 2016 MCPL budget. She reiterated that the Library of Virginia (LVA) needs to provide input soon on FY 16 State Aid estimates for both counties. Discussion followed about how FY 14 Bibliostat Survey data (submitted in November and modified in January) helps drive state aid FY 16 calculations.

Leigh noted her belief that Lunenburg County Administrator Tracy Gee and Mecklenburg County Administrator Wayne Carter will need to confer further about Mecklenburg as SRL's fiscal agent recently paying the state to spare SRL a reduction in state aid for current FY 15. Mecklenburg might expect Lunenburg to reimburse it for 28% of the amount paid to the state.

IV. Old/Unfinished Business:

A. Withdrawal Update: Leigh pointed out many action items from the typed Director's Report where additional work/information is needed. These include: (1) Business Over Internet Protocol Rep and Randy Schultz need to confer; (2) LVA needs to provide FY 16 State Aid estimates for both counties and input about the percentage of state aid to be used for directors' salaries; the current FY 16 state aid figure that LVA provided for a combined SRL does not include a possible 6% reduction; (3) Update assets lists and agreements lists; Leigh noted that a unique asset is a collection of *Life* magazines, currently stored off-site in a storage facility on Center Lane in South Hill, which VML has listed among facilities containing SRL contents; research indicates that most of the magazine issues are fairly low in value; currently organized in bankers boxes chronologically, some of these magazines have old Lunenburg Public Library address labels, others have old Mecklenburg Public Library ones, and others are not labeled. Trustees in attendance agreed with Leigh that dividing this collection is low priority and could potentially wait to be accomplished after the separation; (4) Continue with identification labels project; the decision to close a day for this can be branch-based; (5) Solidify county-based contact information with vendors; (6) Solidify pro-rated invoices for the remainder of FY 15 with TLC and other vendors; some of the \$23,000.00 currently budgeted in state aid funds for contract services can potentially be used to help pre-pay for FY 16 ILS costs; (7) Draft MCPL library-centric policies and by-laws; trustees agreed that an efficient way to accomplish this is by Leigh using current SRL documents as a template. Donna noted that the LCPLS group has studied other systems' policies.

Leigh added the following action items, not mentioned in the typed Director's Report: (1) Each county needs to prepare to obtain new library patron cards with new barcode start digits; (2) Leigh needs to confer with Wayne Carter about a resolution to re-establish MCPL and about MCPL trustee nominations/appointments; (3) Leigh needs to confer more with TLC's Valencia Godlove about how to keep fines active, particularly those associated with one county's circulating materials on the record of a patron whose "home" location is in the other county; (4) Ask Virginia Library Association to pro-rate through the end of June its SRL membership dues invoice for calendar year 2015 and to divide the remainder between the two counties; (5) Explore the implications of separation for the SRL Foundation, Inc.; it is scheduled to meet in early February; (6) Prepare branch-owned checking accounts for separation; (7) Pursue new signage (ex. HQ/Boydton PL) and letterhead.

Leigh asked about Lunenburg's progress. Nicole indicated that LCPLS trustees (ex. Ollie Wright, Karen Scales) are best positioned to report on this.

Vin asked about maintenance agreements. Leigh indicated that she will aim to provide more information (ex. about copiers, microfilm readers, security systems, Randy's applications, in an updated agreements list.

B. FY 15 Budget: Vin asked Leigh to explain the major changes. These are primarily in local income and expenses: (1) Decreased projections for E-Rate reimbursement income based on actual

reimbursements in the first quarter + input of Melissa Zaruba about no reimbursement for certain fees; (2) Reduced estimated income care of fines, fees, copies based on actual for Mecklenburg; (3) Addition of a \$50.00 donation (split 28%/72%) to SRL HQ to reimburse for a grant-writing workshop fee; (4) Decreased projections for personnel expenses based on actual spending (ex. not fully filling the Technical Services/Resource Coordinator position; replacing the full-time BML Assistant Branch Supervisor with a part-time library assistant; not as many part-time enhancements in Lunenburg {ex. branch-based children's coordinator}) as anticipated originally; (5) Addition of a salary/payroll supplement expenses line item; (6) Decreased projections for insurance (VML) and professional fees (audit + legal) based on actual; (7) Increased projections for most other line items; examples include: (a) equipment, computer services, and computer software (ex. 10-15 more Windows 7 computers + Randy's help with separation); (b) building maintenance/cleaning—the addition of freelance custodial services for VPL + panic hardware at BLLC; (c) addition of the \$315 in contract services in Mecklenburg local for the annual service agreement on the lift at BLLC (in subsequent years this is to be a branch-based cost, not a local one); (d) significant increase in funds for miscellaneous expenses in Lunenburg local; these can potentially be used for pre-paying "start up" expenses for an LCPLS system; this increase in miscellaneous expenses is mainly care of savings in the personnel line item.

Another big change is eliminating the Branch Owned Funds portion of the budget. This relates in part to concerns in prior years about asking the fiscal agent for retroactive re-appropriation requests. It also aligns with the FY 16 MCPL draft budget, which shows no branch owned funds. Branch-owned accounts will be included in the final SRL audit and in what SRL reports via the annual Bibliostat Survey to LVA. SRL will also continue to show them on the "Branch Owned Funds by Branch" financial report and on the Balance Sheet.

With a motion by Jackie, and a second by Carolyn, the FY 15 draft revision, dated 01/15/2015, passed. Vin noted that there are many variables involved.

C. VML Panel of Physicians: Leigh referred to the latest revision of the Workers' Compensation Panel of Physicians, dated 2014-12. The primary change is the deletion of Dr. Satpathy and the addition of a new specialist at VCU/CMH Orthopaedics. Leigh noted that she was not seeking trustee approval of this revision, as VML's Lee Bank clarified that trustee approval is not needed for each revision of this list. It is a best practice to have trustees review and approve the Panel of Physicians at least once a year.

V. New Business:

A. Memorial Reception for Roberta Rickers: Carolyn noted that the Friends of RPL are planning a reception in memory of former RPL Branch Supervisor Roberta Rickers. The reception is scheduled for February 20, 2015. Carolyn added that some sections of RPL have been named for Roberta.

B: Thank You Card from Robert Pulliam: Leigh read aloud a Dr. Seuss-themed thank you card from Robert Pulliam, related to the check issued to him, noted in the Financial section above.

C. Possible Resolution for Jack Jamerson: Leigh mentioned the idea of crafting a resolution for recently deceased Jack Jamerson, who served SRL voluntarily as chair of the core strategic planning team, which produced the strategic plan for fiscal years 2013-2017. Jack spear-headed this project, keeping it moving forward by organizing focus groups, distributing surveys, and facilitating county-based planning committee meetings. Leigh indicated that it might be a nice touch to present a resolution to Jack's widow at the next trustees' meeting in Clarksville, as she lives nearby in Nelson.

VI. Citizens' Comments: None

VII. Board Matters: None

VIII. Review Meeting's Action Items: (1) Frame and present resolution to Joyce Jones after obtaining signatures from Rosa and Grace; (2) "Table"/postpone a survey about why circulation statistics may be declining; (3) Halt reserves/in-transit deliveries from one county to the other as early as March 1 or as late as April 1; (4) Review TLC's "proof" website and plan for an upgraded srlib.org to go live soon thereafter; (5) Carolyn will contact LCPLS trustee Karen Scales to inquire about the status of LCPLS' FY 16 E-Rate paperwork filing progress; (6) Consider re-booking the recent FY 15 E-Rate Central payment to reflect more work done for MCPL than for LCPLS; (7) Check on status of Tracy Gee and Wayne Carter conferring about Mecklenburg as SRL's fiscal agent recently paying the state to spare SRL a reduction in state aid for current FY 15; (8) Make progress on withdrawal-related tasks (listed above in Withdrawal section): (a) Business Over Internet Protocol Rep and Randy Schultz need to confer; (b) LVA needs to provide FY 16 State Aid estimates for both counties and input about the percentage of state aid to be used for directors' salaries; the current FY 16 state aid figure that LVA provided for a combined SRL does not include a possible 6% reduction; (c) Update assets lists and agreements lists; (d) Continue with identification labels project; the decision to close a day for this can be branch-based; (e) Solidify county-based contact information with vendors; (f) Solidify pro-rated invoices for the remainder of FY 15 with TLC and other vendors; some of the \$23,000.00 currently budgeted in state aid funds for contract services can potentially be used to help pre-pay for FY 16 ILS costs; (g) Draft MCPL library-centric policies and by-laws; trustees agreed that an efficient way to accomplish this is by Leigh using current SRL documents as a template; (h) Each county needs to prepare to obtain new library patron cards with new barcode start digits; (i) Leigh needs to confer with Wayne Carter about a resolution to re-establish MCPL and about MCPL trustee nominations/appointments; (j) Leigh needs to confer more with TLC's Valencia Godlove about how to keep fines active, particularly those associated with one county's circulating materials on the record of a patron whose "home" location is in the other county; (k) Ask Virginia Library Association to pro-rate through the end of June its SRL membership dues invoice for calendar year 2015 and to divide the remainder between the two counties; (l) Explore the implications of separation for the SRL Foundation, Inc.; it is scheduled to meet in early February; (m) Prepare branch-owned checking accounts for separation; (n) Pursue new signage (ex. HQ/Boydton PL) and letterhead; (9) Change column heading from "Proposed Revised" to "Approved" on 01/15/2015 version of the FY 15 budget; (10) Notify Rosa and Grace about reception for Roberta Rickers on February 20; (11) Further consider idea of a resolution for Jack Jamerson.

IX. Adjournment The meeting adjourned at 3:43 p.m. The next meeting will be at Burnett Library and Learning Center in Clarksville on March 18, 2015 at 2:00 p.m.

Signature Jackie Lilly
Respectfully submitted by Trustee Jackie Lilly,
serving as Acting Secretary for this meeting

05-20-15
Date

Signature Vin Montgomery
Chairperson Vin Montgomery

5/28/15
Date