

**Minutes
of the
Mecklenburg County Public Library (MCPL) Trustees
November 18, 2015 – 2:00 pm
Boydton Public Library (BPL)/HQ facility – 1294 Jefferson Street, Boydton, Virginia**

Present: Vice-Chairman Jackie Lilly, Trustee Jane Lipscomb, Chairman Vin Montgomery, Secretary Hilda Puryear, and Director Leigh Lambert; Absent: Trustee Leonard Elam

I. Call to Order

Chairperson Montgomery called the meeting to order at approximately 2:00 pm.

II. Approval of July 15, 2015 Minutes

On a motion by Lipscomb, seconded by Lilly, the minutes were approved as presented.

III. Director's Report

A. General Progress Report

Lambert presented MCPL Director's Report and highlighted pertinent items.

- At a recent Directors' meeting, Library of VA consultants distributed RCA tablets and other e-readers to public libraries.
- MCPL branches have received funds from the SRL carry-over funds; the SRL fiscal agent will send a related check to Lunenburg County.
- Lambert expressed thanks to Finance Coordinator Wanda Brooks, who prepared the annual "Bibliostat" survey report, recently submitted to LVA.
- Lambert made trustees aware of the new "Libraries Transform" initiative by the American Library Association.
- The Southside Regional Library Foundation, Incorporated has introduced the topic of 3-D printers as a possible compelling project.

B. Circulation Report

- Lambert shared that the pattern of decreased circulation/usage is decreasing.
- Lambert hopes to share a mid-year statistical report of "full stats" in January.

C. Technology Report

- Lambert continues to document the visits of IT consultant Randy Schultz. Due to a cost of \$108 per hour and response time, she is researching other possible options available to MCPL.

- Lambert reported that MCPL will upgrade to The Library Corporation's (TLC) "Release 40" on November 22. The upgrade should improve functionality, enhance children's book information, and provide Accelerated Reader points.

D. Financial/Budget Report

- Lambert noted that with approximately 33% of the year completed, MCPL has spent approximately 35% of the budget with the following percentages of specific budget line items having been spent:
 - 32% of payroll
 - 39% of materials
 - 61% of computer services
 - 60% of supplies
 - 32% of telephone/internet
 - 0% of travel, software, continuing education, professional fees, and maintenance/cleaning
- Lambert, also, reported that MCPL has received approximately 84% of budgeted total estimated income and 50% of state aid income.

IV. Old/Unfinished Business

A. FY16 Budget

- Lambert presented a revised budget which reflected the revised state aid funding. On a motion by Lipscomb and a second by Lilly, the trustees unanimously accepted the revised MCPL budget.
- Lambert will send the revised budget to Mecklenburg County Administrator Wayne Carter for the Board of Supervisors' Finance Committee to reappropriate the funds.

B. Southside Regional Library Carryover/Reserve Funds

Lambert reiterated that thanks to the Mecklenburg County Board of Supervisors, the SRL carry-over funds had been transferred and divided between the individual branches.

C. Meeting Room Policy – R.T. Arnold Library (RTAL) Addendum's Food Fee/Deposit

Lambert reported that she and RTAL Branch Supervisor Gloria Taylor were proposing a "food deposit" rather than a "food fee". Trustees will visit this policy revision again in January.

V. New Business

A. By-Laws – Quarterly Meetings

- Puryear suggested that Trustees meet quarterly rather than every other month. This schedule change would mean that by-laws need to be changed. After discussion, it was the consensus of the trustees to wait until January to officially address the issue. Montgomery suggested that if the meeting schedule changed, one meeting—probably April’s meeting—be designated a strategic planning meeting for trustees to address goals, etc.
- Puryear asked if the trustees might discuss in January possible budget requests for FY 2017. She asked Lambert if she could provide some salary data for neighboring localities.

VI. Citizens’ Comments

There were no citizens’ comments.

VII. Board Member Matters

- Montgomery reminded trustees of the upcoming Holiday Bazaar in South Hill, sponsored by the Friends of the R.T. Arnold Library.
- Lambert shared a copy of the latest MCPL newsletter with trustees.

VIII. Review Meeting’s Action Items

- Lambert will send revised FY 2016 budget to Wayne Carter.
- Lambert will provide for trustee approval in January a by-laws revision, reflecting a change in the trustee meeting schedule.
- Lambert will provide for trustee approval in January a meeting room policy change, reflecting the “food deposit” for RTAL.
- Lambert will have a FY 2017 budget draft and salary study prepared for the January meeting.

IX. Adjournment (Next Regular Meeting Reminder)

- Montgomery reminded trustees that the next meeting will be held at 2:00 pm on January 20, 2016 at the Boydton Public Library/HQ.
- Montgomery declared the meeting adjourned at a 2:45 pm.

Signature Hilda J Puryear
Hilda Puryear, Secretary

Date 1-20-16

Signature Vin B Montgomery
Vin Montgomery, Chairperson

Date 1-20-16