

**Minutes  
of the  
Mecklenburg County Public Library Board of Trustees**

**May 13, 2015 (12:30 pm)**

**Boydton Public Library (BPL)/HQ facility—1294 Jefferson Street, Boydton, Virginia**

Present: Leonard Elam, Jackie Lilly, Jane Lipscomb, Vin Montgomery, Hilda Puryear, and  
Director Leigh Lambert

**I. Call to Order**

Director Leigh Lambert called the meeting to order.

- Welcomed trustees
- Reviewed appointment letters and terms of office

**II. Oath of Office**

Director Leigh Lambert administered Oath of Office

**III. Election of Officers**

Director Leigh Lambert presented a slate of officers to serve July 1, 2015 – June 30, 2016

- Chairperson – Vin Montgomery
- Vice-Chairperson – Jackie Lilly
- Secretary – Hilda Puryear

Upon a motion by Jane Lipscomb, seconded by Leonard Elam, the trustees accepted the slate of officers as presented.

Chairperson Vin Montgomery then began presiding over the meeting.

**IV. Support/Approval of Documents**

Director Leigh Lambert shared with trustees Mecklenburg County Board of Supervisors' Resolution to Re-establish the Mecklenburg County Public Library System.

After a review of the MCPL By-Laws, on a motion by Jackie Lilly, seconded by Vin Montgomery, the By-Laws were unanimously approved by the trustees.

After a discussion of the MCPL Strategic Plan 2016 – 2020, MCPL Public Policies, MCPL Personnel Policies, and MCPL Job Descriptions, a motion was made by Leonard Elam, seconded by Jane Lipscomb, that all documents be approved. Motion passed.

Upon a motion by Jane Lipscomb, seconded by Leonard Elam, the proposed 2015 – 2016 MCPL budget was accepted by the trustees as a working document. The proposed \$411,000

Mecklenburg County appropriation line item provides a 2% wage increase for MCPL employees, a Virginia State Retirement System rate increase, and expanded hours at Boynton Public Library.

#### **V. Additional Business**

Under Additional Business, one agenda item, Branch-Owned Funds, was added. After a discussion concerning the origin of these accounts, Jane Lipscomb made a motion that each individual branch be allowed to keep its branch-based checking account. Jackie Lilly seconded the motion which passed.

#### **VI. Citizens' Comments**

There were no citizens' comments.

#### **VII. Board Member Matters**

Vin shared that the Friends of the R.T. Arnold Library are planning to continue its annual Holiday Bazaar in November 2015 at a new location: Hart Hudson's tobacco warehouse in South Hill.

#### **VIII. Review of Meeting's Action Items**

Additional announcements and points of consensus include the following:

- MCPL trustees are a governing body, not an advisory board.
- The items in the Strategic Plan marked "Year One Priority" will be addressed between July 1, 2015 and June 30, 2016.
- Goal-setting needs to be done by the Director and Trustees in preparation for evaluations in April 2016. The goal is to embrace the evaluation process.
- Many of MCPL Public Policies are borrowed from Southside Regional Library's Public Policies and will be used until they can be updated.
- The Discarding Policy is one that is currently in need of enhancement.
- The employees of the Mecklenburg County Public Library system will have their vacation time, sick leave, and holidays aligned with county procedures.
- A MCPL Organizational Chart is forthcoming.
- A MCPL Chain of Communication is forthcoming.
- Some MCPL employees wear multiple hats—and fill more than one job description—in their job capacities.
- Final state aid funding for MCPL will not be known until the second week in June. As local funding increases, state aid increases—per the state aid formula and its "local effort" elements.
- A copy of approved MCPL documents will be sent to the Library of Virginia.
- An application for state aid for MCPL was finalized and signed by the chairperson.

- Trustee contact information will be placed on MCPL website, and Director will create email accounts for trustees to use for library business.
- Most meetings of the MCPL trustees will be held at the Boydton Public Library. The Director will notify branch supervisors of this decision.

IX. Adjournment (Next Regular Meeting Reminder)

Having no further business, the meeting was adjourned shortly before 2:00 pm. The next MCPL trustee meeting is July 15, 2015, at 2:00 pm at the BPL/HQ facility.

Signature Hilda Puryear  
Respectfully submitted by Hilda Puryear, Secretary

Date 7/15/2015

Signature V. Montgomery  
Vin Montgomery, Chairperson

Date 7/15/15