

**Southside Regional Library  
Board of Trustees**

**Wednesday, May 20, 2015  
Victoria Public Library in Victoria, VA**

**I. Call to Order:** At 2:00 p.m. on May 20, 2015 at the Victoria Public Library the meeting was opened with appreciation expressed to Lunenburg Libraries Supervisor Donna Pulliam and the staff at Victoria for hosting the meeting. Members present were Jackie Lilly, Carolyn Hite and Grace McCrowell, who chaired the meeting. Library Director Leigh Lambert, Lunenburg County Administrator Tracy Gee and various guests also attended. Trustee Chair Vin Montgomery and Trustee Vice-Chair Rosa Townsend were unable to attend.

**II. Approval of minutes:** Carolyn moved that the January 28, 2015 and the March 18, 2015 minutes be approved as submitted. With a vote both meetings' minutes were approved.

**III. Director's Report:**

**A. General Progress Report:** Leigh asked trustees to vote on several items that were reported in her typed Director's Report document, dated May 16, 2015, and she elaborated on several other points. (1) Lunenburg County Public Library did not apply for FY 2016 E-Rate discounts, but Mecklenburg County Public Library did; therefore, Leigh asked that 86% of the \$1001.81 E-Rate Central bill be charged to the Mecklenburg portion of the budget and 14% to the Lunenburg portion. E-Rate Central is a business that assists with E-Rate applications and paperwork. The recommended percentage/cost to Lunenburg aligns with E-Rate Central preparing some FY 2015 paperwork for Southside Regional Library and its initially preparing a Southside Regional Library system E-Rate 2016 application. The percentage/cost for Mecklenburg aligns with these activities plus E-Rate Central's preparing an FY 2016 MCPL application. Trustees voted to approve Leigh's recommendation. Jackie moved and Carolyn seconded a motion to "re-book" the cost of E-Rate Central at the recommended percentages. (2) Carolyn moved and Jackie seconded a motion to donate all the boxed Life magazine collection to the Lunenburg County Historical Society provided they will take them. The bound volumes of Life will be divided between Boydton Public Library and Lunenburg Libraries. The vote passed. (3) In preparation for separation, Leigh recommended that the branch-owned checking accounts keep funds collected through fines, copies, faxes, etc. after June 15<sup>th</sup> (or a nearby date to be determined) and not transfer/deposit these as system funds. She will ask branch supervisors to send soon the fines and other fees normally sent to Headquarters up until that cut-off date. Carolyn moved for approval of Leigh's recommendation for cutting off fines and miscellaneous fees around the 15<sup>th</sup> of June. Jackie seconded the motion that passed. (4) Carolyn moved and Jackie seconded a motion for the Lunenburg Libraries—Victoria Public Library and Ripberger Public Library—to be closed on June 29 and 30, 2015 for training with their new ILS (integrated library system) provider, Book Systems. The motion passed.

**B. Circulation:** The number of materials being checked out at SRL continues to decline. Leigh shared suggestions from other library directors for branch supervisors to use to try to reverse this trend. She will prepare an annual report of statistics as she has done in the past and send the report to Lunenburg County Public Library trustees and Mecklenburg County Public Library trustees. Leigh will serve as the library director for the Mecklenburg system.

**C. Technology Report:** Leigh reported (citing page 12 of Director's Report) that replacement computers have been purchased for all branches. She noted that some were purchased care of some savings in the contract services line item, because bills usually paid in full to The Library Corporation (TLC) in the Spring to cover the regional system's ILS were prorated to provide services and resources through June 30—the end of the fiscal year. Donna and Leigh reported that Comcast is now the provider for VPL Internet service; this has improved speed and access to the Internet. Freelance IT consultant Randy Schultz will soon make additional wireless enhancements at VPL; these enhancements are needed for educational classes, conducted at VPL. He will prepare documentation to provide to the new Lunenburg County Public Library System.

**D. Financial/Budget Reports:** Documents provided and discussed were as follows: (1) Financial Summary—with State Aid Funds, Local Funds and Branch-Owned Funds – Budget vs. Actual—April 2015; (2) Balance Sheet—April 2015; (3) Income and Expense by Class—April 2015; (4) Total Income and Expense by County with Budget—April 2015. (See Director's Report page 13+ for details.) Trustees had no further questions.

#### **IV. Old/Unfinished Business:**

**A. Withdrawal Update:** Leigh is preparing for library separation/Lunenburg's withdrawal. She noted Page 10 item K in the Director's Report, which documents SRL sending via US Mail bills to 598 patrons, each of whom owes at least \$10 in fines or lost materials. Trustees had no questions about these. Many of the bills were returned with address unknown. TLC will send the last transfer of Lunenburg data on June 29, 2015 to Book Systems. Tracy, Mecklenburg County Administrator Wayne Carter, and Leigh have agreed that \$1,618.68 in carryover funds be withheld from Lunenburg's 28% in order to pay for its portion of Mecklenburg (as fiscal agent) paying the Commonwealth of Virginia for the entire regional system to be spared a reduction in state aid for FY 2015 (see Director's Report—bottom of page 14). The packet item, Detail of Carryover/Reserve Funds 2006 – 2014, was cited. Leigh mentioned residual expenses for Southside Regional Library system—costs, which will be incurred after it ceases operations: The 2015 SRL audit for which Lunenburg County PL and Mecklenburg County PL will be charged in FY 2016. Scrapbook pages pertaining to Lunenburg will be given to the Lunenburg Libraries. Leigh and Randy will confer about when to change srlib.org email accounts for staff. On page 2 of the Director's Report Leigh lists a number of databases/electronic resources (free from Library of Virginia—LVA) that should be accessible from the county-based library systems' websites. She showed the final SRL newsletter for the public, which sheds a positive light on separation. She listed a number of documents LVA needs by June 1. Leigh has continued to communicate with LCPLS trustee chair Karen Scales and Donna about elements, related to separation. Leigh referenced rough estimates for State Aid for FY 2016 and noted that common governmental funding estimates will be allowed in calculations for state aid for both county-based systems. Leigh and the trustees wish each county success in library service after June. Donna showed Lunenburg's new library cards and told about the new web page. Carolyn invited everyone to the Friends' grand opening for LCPLS, which will be held sometime after July 1.

**B. FY 15 Budget Revision:** Pages 13-14 of the Director's Report give background for Leigh's recommendation for the FY 15 budget revision. After Leigh's presentation, which included a reference to \$10,195.88 in anticipated Lunenburg local net income/surplus, which could be used to purchase additional furnishings, microfilm reader maintenance, or a keyless entry system, etc., Jackie moved that trustees accept the budget revision dated May 1, 2015 to adjust to the actual at year's end with the flexibility to fairly

distribute salary supplements. Carolyn seconded the motion that passed. However, Tracy suggested that it will be less complicated if the revision's \$10,195.88 be moved to an operational line item—furniture and equipment. She also cautioned against the “adjust to actual” terminology. So Jackie moved that the above budget revision be rescinded. Carolyn seconded the motion that passed. The final motion to revise the budget was moved by Carolyn for the budget to be revised as presented, May 1, 2015 with the exception that \$10,000 in the local Lunenburg line item surplus be moved to furniture and equipment. This motion included giving Leigh the flexibility of setting fair salary supplements for staff. Jackie seconded the motion and Grace agreed. Motion passed. The SRL trustees may have to have a called meeting to pass a final budget adjusted to actual. Leigh will check with the auditor and other legal persons.

**V. New Business:** None

**VI. Citizen's Comments:** Lamont Brand made a comment suggesting another final meeting. He also asked about the five Life magazine binders.

**VII. Board Member Matters:** None

**VIII. Review Meeting's Action Items:** Leigh has prepared a list; most of its items are listed in the May Director's Report's General Progress Report section. Of critical importance is each county-based library system sending particular documents to LVA by June 1, 2015. There may be a special/called meeting—to be determined.

**IX. Adjournment:** At 3:42 p.m. the meeting adjourned. No further meetings are scheduled. Each county has organized Boards of Trustees for the purpose of governing the separate public libraries.

Respectfully submitted:

Grace McCrowell  
Secretary and Acting Chairman

*Grace McCrowell*

Date:

7-16-15