

**Minutes
of the
Mecklenburg County Public Library (MCPL) Trustees
January 20, 2016 - 2:00 pm
Boydton Public Library (BPL)/HQ facility – 1294 Jefferson Street, Boydton, Virginia**

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

I. Call to Order

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

II. Approval of November 18, 2015 Minutes

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

III. Director's Report

A. General Progress Report

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

- She plans to meet with Sandra Boswell, language arts coordinator for Mecklenburg County Public Schools, to discuss coordinating services between MCPS and MCPL.
- She announced that the R.T .Arnold Library will be closed January 25 – February 29, 2016, for new carpet and paint and to rebuild front desk area and to add a glassed-in coffee/tutoring room. The town of South Hill is paying for the carpet, paint, and front desk construction. A donor is paying for the glassed-in room. Construction is scheduled for completion in time for the library to be used as a polling site on March 1. The library staff will be reorganizing supplies, etc. during closure.
- Some progress has been made on weeding policy.
- EBooks research continues.
- Lambert plans to prioritize pursuing institutional emails for trustees.

B. Circulation Report

- Lambert shared circulation mini stats and full stats.
- Lambert shared the good news that both November and December stats reflect increased circulation.

- Lambert noted that young adult circulation has increased while juvenile circulation has decreased.
- Lambert pointed out that there has been system wide increases in wireless internet users and adult program attendance.
- Lambert reported that several special projects have been initiated with making the Online Public Access Catalog (OPAC) more user friendly, including updating series spine labels at BPL and cleaning up OPAC records.

C. Technology Report

- Lambert continues to document the visits of IT consultant Randy Schultz. Approximately 59% of budgeted resources have been spent.
- Lambert will continue to study ways to bundle services and cut costs.

D. Financial/Budget Report

- Lambert noted that with approximately 50% of the year completed, MCPL has received approximately 84% of the budgeted income and spent approximately 49% of budgeted expenses.
- 0% of budget has been spent on computer software, continuing education, and building maintenance/cleaning.
- Lambert indicated that the staff will increase efforts to collect library debt.
- Lambert noted that Lunenburg would need to be invoiced for its portion of the Southside Regional Library audit.

IV. Old/Unfinished Business FY16 Budget

A. By-Laws – Quarterly Meetings

Lipscomb moved to approve a revision in by-laws for trustees to meet quarterly rather than every-other-month. Elam seconded the motion which passed unanimously.

B. Meeting Room Policy – R.T. Arnold Library (RTAL) Addendum Food Fee/Deposit

- Lambert explained that the only change in the policy will be to change the wording from “food fee” to “food deposit”. The deposit would only be applicable for the large meeting room, not for new glassed-in room in the main part of the library.
- On a motion by Lipscomb to change the wording in the policy, seconded by Elam, the motion was approved.

C. Holidays (Easter Sunday 2016)

On a motion made by Lipscomb, seconded by Elam, the trustees voted to close Butler Memorial Library on Easter Sunday, March 27, 2016.

V. New Business

A. FY 17 Budget Draft + Salary Study

- Lambert presented a first-draft of a FY 17 budget.
- Lambert's draft budget included the probable decrease of approximately \$4000 in state aid funding and also a decrease in the e-rate.
- Based on a local salary study, Lambert's draft also included a \$16,000 increase in the personnel line item.
- On a motion by Elam, seconded by Lipscomb, the trustees voted to ask the county towns to increase their library funding by a combined total of \$4000 which equals the state aid loss. The request per town will be divided proportionately, per population.
- Lambert requested Montgomery and Puryear to serve on a MCPL Budget Committee to review the draft and finalize a budget for trustees to approve at a special, called meeting.

B. R.T. Arnold Library – Coffee Area/Machine Conditions

- Lambert reminded the trustees that the town of South Hill owns the R.T. Arnold Library, and a donor is paying for the new glassed-in area of the building, which may house a coffee bar area.
- On a motion by Montgomery, seconded by Lipscomb, the trustees voted to support the new glassed-in area and the installation of a coffee machine into it if and only if RTAL Branch Supervisor Gloria Taylor and Lambert can find a machine/vendor that meets all of their operational conditions and that it come with no ongoing costs to library system/branch; otherwise, the room can instead serve the community well as a small meeting room/tutor room. Some related conditions are:
 - No cost to MCPL
 - Do-it-yourself coffee bar
 - Vendor responsible for counting money from vending machine
 - Little or no staff involvement—ex.) staff will not pour jugs of water into it

VI. Citizens' Comments

There were no citizens' comments.

VII. Board Member Matters

- Lambert and trustees congratulated Elam on his retirement.
- Lambert reminded trustees that Lilly's term ends on June 30, and she is seeking an interested person to fill her seat.
- Lambert shared a copy of the MCPL newsletter with trustees.

VIII. Review Meeting's Action Items

- Lambert will firm-up budget for FY 17 and notify trustees' of related special, called meeting.
- Lambert will further research coffee machine for R.T. Arnold Library.
- Lambert will send budget requests to towns in county.
- Lambert will ask County Administrator Wayne Carter and Assistant County Administrator Judy Sheffield about closing Butler on Easter Sunday.
- Lambert will plan for a joint meeting of branch supervisors and trustees in April.

IX. Adjournment (Next Regular Meeting Reminder)

- Montgomery reminded trustees that the next regularly scheduled meeting will be held at 2:00 pm on April 20, 2016, at the Boydton Public Library/HQ.
- On a motion by Lipscomb, seconded by Elam, Montgomery declared the meeting adjourned at a 3:45 pm.

Signature Hilda J. Puryear
Hilda Puryear, Secretary

Date 3/14/2016

Signature Jackie Lilly
Viv Montgomery, Chairperson
Jackie Lilly, Vice Chair person

Date 3/14/2016