

**Minutes  
of the  
Mecklenburg County Public Library (MCPL) Trustees  
July 15, 2015 – 2:00 pm  
Boydton Public Library (BPL)/HQ facility – 1294 Jefferson Street, Boydton, Virginia**

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

**I. Call to Order**

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

**II. Approval of May 13, 2015 Minutes**

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

**III. Director's Report**

**A. General Progress Report**

Lambert presented the Southside Regional Library (SRL) Director's Report and pointed out items pertinent to MCPL.

- Page 1 – On June 29, 2015, Lambert attended an online meeting with The Library Corporation (TLC) for new website administrative training. The new website, [www.mecklib.org](http://www.mecklib.org), is up and running.
- Page 1 – On July 7, 2015, Lambert and some library colleagues attended a meeting with Mecklenburg County Treasurer Sandra Langford and some other Mecklenburg County Administrative staff concerning the MCPL branch-based funds accounts. Under the leadership of Treasurer Langford, it was determined that individual library branches would not continue to have branch-based checking accounts. Instead, they will have branch-based funds accounts (codes #150-153), under the county's federal ID number and under county oversight, in which to deposit donations, book sale revenue, etc. Branch supervisors will deposit miscellaneous income, care of fines, faxes, and copies, into the county's operational account (code #100) for the library with First Citizens Bank. Branch libraries will also receive credit cards—with the exception of Butler Memorial Library; this is per branch supervisor input.
- Page 3 – The new sign remains to be installed at HQ/Boydton PL.
- Page 4 – MCPL institutional email accounts remain to be established.

## **B. Circulation Report**

Lambert expressed concern that data shows circulation down system-wide for Southside Regional Library. She is pleased that statistics reflect the “bright spot” that Clarksville’s Burnett Library and Learning Center’s circulation is up year-to-date, comparing FY 2015 to FY 2014.

- Lambert plans to have solely Mecklenburg FY 2015 circulation/usage data to share with trustees at September meeting.
- Lambert plans to explore strategies to encourage branch supervisors to increase check-outs.

## **C. Technology Report**

Lambert reported that IT consultant Randy Schultz of Vigil Networks provided a wireless access point for Boydton PL, helped troubleshoot issues with the public printer at Boydton PL, and installed new computers at some branches.

- June 23, 2015 – Schultz visited Boydton PL for wireless access point work completion and Butler Memorial Library to assist with some computer troubleshooting.
- July 8, 2015 – Schultz visited locations in Boydton and Clarksville to install new PCs, purchased in FY 15.

## **D. Financial/Budget Reports**

Lambert reported that at the end of the 2014-2015 fiscal year, SRL had a carryover of \$79,930.11 to be split between the two county-based library systems with Mecklenburg County receiving 72% and Lunenburg County receiving 28%. She added that \$1,618.68 will be withheld from Lunenburg’s 28% to pay for its portion of funds, related to Mecklenburg as fiscal agent sparing SRL a reduction in state aid revenue in December 2014.

Because Lambert was already presenting financial information about carryover funds, Chairperson Montgomery moved agenda item V. New Business, Section A, Southside Regional Library Carryover/Reserve Funds up on the agenda ahead of Old/Unfinished Business.

### **Southside Regional Library Carryover/Reserve Funds**

- Lambert explained that County Treasurer Langford told her that the carryover library funds for Mecklenburg County would initially go into Mecklenburg County’s General Fund. Langford advised Lambert to write a letter to Mecklenburg County Administrator Wayne Carter, concerning the possibility of carryover funds being placed in the four branch-based fund accounts or being designated for use on a special MCPL project.

- Elam moved that the Mecklenburg portion of Southside Regional Library carryover/reserve funds be earmarked for the exclusive use of the library with the preference that these funds be evenly divided by four and evenly distributed among the four (Boydton, Chase City, Clarksville, South Hill) branch-based funds accounts (accounts #150-153). Montgomery seconded the motion, which passed unanimously.

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

##### **A. FY 16 Budget**

- Lambert indicated that a revision of the MCPL FY 16 budget will be forthcoming.
- MCPL received full funding from all localities.
- MCPL received \$127,321.00 in state aid—more than in current FY 16 budget.
- MCPL employees received a 2% pay raise.

##### **B. Trustee Orientations**

Lambert plans to provide orientations to new trustees before the September meeting.

#### **V. New Business**

##### **A. Southside Regional Library Carryover/Reserve Funds**

As noted above, this item was moved forward on the agenda and covered directly before Old/Unfinished Business.

##### **B. Holidays**

- Lambert reminded trustees about her emailing them in early June a notification of her making an executive decision to follow Library of Virginia (LVA) holiday closings for the Independence Day 2015 weekend.
- Lambert suggested that MCPL follow the LVA holiday closings schedule to help address Saturday/Sunday closings.
- Following LVA, MCPL branches will be closed September 5 – 7 for Labor Day 2015.

##### **C. Out of Area Card Fee**

- Currently, per the MCPL Use of Library Materials Policy, anyone who lives or works in Virginia or any out-of-state resident with a verifiable local address is eligible for a free library card.
- At the July 7 meeting with library colleagues and Mecklenburg County Treasurer and Assistant County Administrator, the topic of considering an

out-of-area card fee was discussed, but no recommendation or decision was made.

- More research is needed before a proposal is made to MCPL trustees.

#### **D. Color Printouts Fee**

- Currently, per the Schedule of Fines and Service Fees, there are no fees specified for color printouts. The current printouts fee of \$0.20/page applies to black and white printouts.
- Lambert noted that at least one location (Burnett Library & Learning Center) has networked a color printer to public computers, thus providing color printouts.
- Lambert indicated that MCPL may need in the future to initiate a fee, in excess of \$0.20/page, for color printouts from public computers.

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

There were no citizens' comments.

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

There were no board member matters.

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

- Director will send a letter about carryover funds to Mecklenburg County Administrator Wayne Carter. Lambert indicated she would copy Lunenburg County Administrator Tracy Gee.
- Director will schedule orientations for new trustees.
- Director will revise the 2016 budget to represent the additional state aid received.
- Director will study the need and potential prices for an out-of-area card fee and color printouts fee.
- Director will compile 2014 and 2015 data for a statistical comparison of Mecklenburg County branches' circulation/usage.
- Director encouraged trustees to review Southside Regional Library's Annual Report FY 2015 with attention to Mecklenburg "bright spots".

#### **IX. Adjournment (Next Regular Meeting Reminder)**

- Montgomery reminded trustees that the next meeting will be held at 2:00 pm on September 16, 2015 at the Boydton Public Library/HQ.
- On a motion by Lipscomb, seconded by Lilly, the meeting was adjourned at approximately 2:45 pm.

- Lambert offered each trustee a packet of promotional materials. Each packet included the July/August 2015 MCPL newsletter, the new "Welcome to Mecklenburg County Public Library" brochure, and various flyers about databases/electronic resources.

Signature Hilda J. Puryear  
Hilda Puryear, Secretary

Date 9-16-15

Signature V. Montgomery  
Vin Montgomery, Chairperson

Date 9-16-15