

**Southside Regional Library
Board of Trustees
Special/Called Meeting
Thursday, July 16, 2015—10:30a.m.
Boydton Public Library/HQ facility—2nd floor
1294 Jefferson Street, Boydton, VA 23917**

I. Call to Order: At 10:34am on Thursday, July 16, 2015 at the Boydton Public Library/HQ facility, Chairman Vin Montgomery called the meeting to order. Other members present were Rosa Townsend, Grace McCrowell, and Jackie Lilly. Trustee Carolyn Hite was unable to attend. Library Director Leigh Lambert and Lunenburg County Administrator Tracy Gee were present. Citizen Tom Randolph joined the meeting at 10:53am.

II. Approval of Minutes:

A. Approval of May 20, 2015 Minutes: Jackie made the motion to approve the May 20, 2015 minutes. Seconded by Rosa, the motion passed.

B. Action for July 16, 2015 Minutes: Leigh explained that a Freedom of Information Act attorney offered several options for actions, related to minutes for today's meeting in order to avoid having to meet ad infinitum to continually approve minutes. Grace moved and Rosa seconded the option that staff (Leigh) will produce minutes for the July 16, 2015 meeting and that the staff-produced document will stand as the final accepted written record without trustees actually needing to approve it. The motion passed. Leigh will add the July 16, 2015 minutes to the trustee minutes binder at HQ and will distribute to trustees and stakeholders.

III. Director's Report:

A. General Progress Report:

B. Circulation Report:

C. Technology Report:

There were no questions or comments about Director's Report items A., B. or C.

D. Financial/Budget Reports: Documents provided and discussed were as follows: (1) Financial Summary—with State Aid Funds, Local Funds, Branch-Owned Funds, and Grants—budget vs. actual; (2) Income & Expenses by Class; (3) Income & Expenses budget vs. actual—Mecklenburg, Lunenburg, and Totals; (4) Balance Sheet. Leigh noted the following:

>The additional \$122.68 in state aid was care of the General Assembly/The Library of Virginia and arrived near year's end.

>Factors contributing to spending \$110.20 over budget in the Lunenburg local portion included movie licensing costs in the miscellaneous line item.

>Some concerns about the distribution of salary supplements were expressed to Leigh recently by Mecklenburg County Assistant Administrator Judy Sheffield. Leigh indicated that she shared with

Judy that these were done in lieu of raises that were originally budgeted in FY 15, were done with library trustee approval, and that she stood behind them as a way to support the most important resource: human resources.

>The balance sheet's listing of \$79,930.11 is the current carryover/reserve fund figure.

Rosa motioned to approve the Financial/Budget Reports (III. Director's Report—D. Financial/Budget Reports) and to also approve the final FY 15 budget to actual (IV. Old/Unfinished Business—B. FY 15 Budget). Jackie seconded the motion, which passed.

E. Annual Report—FY 2015: Leigh briefly noted the inclusion of "bright spots" (increased usage), colorful photos, and ending the report with wishing well both county-based systems. With a motion by Jackie and a second by Grace, the motion passed to adopt the FY 2015 annual report.

IV. Old/Unfinished Business:

A. Withdrawal Update: Leigh noted the following:

>SRL separated with operations of the two county-based systems, effective July 1. Leigh wished both systems well as we go forward as neighbors.

>Most of the related action items have been completed, as noted in Director's Report—pages 2 to 4.

>Some action items that remain incomplete and need to be wrapped up are:

~Confer with SRL Foundation President Mike Berryman soon about dividing up its undesignated funds and how to go forward.

~Obtain new signage for HQ.

~Get the updated agreements list to Lunenburg County Public Library System's Karen Scales and Donna Pulliam.

~Discontinue srlib.org email accounts and set up Mecklenburg with likes of llambert@mecklib.org.

~The goal to divide SRL's carryover/reserve funds and the addition of carryover funds as III. Old Business—item C.

Tracy added that there is an issue with the transfer of serial number-specific "install keys" for computers at the Lunenburg locations. Leigh noted that she will inquire with SRL's Freelance IT consultant Randy Schultz. The consensus was that the group hoped this would not involve any additional monetary charges.

B. FY 15 Budget: As noted above, the approval of the final FY 15 budget to actual income/expenses was approved during the following portion of the meeting: III. Director's Report—D. Financial/Budget Reports.

C. Carryover/Reserve Funds: Leigh distributed hardcopies of a new packet item: Copy of Reserve Funds Distribution to Counties. This document shows how the \$79,930.11 was

calculated along with how the following was estimated: \$59,168.36 anticipated to be transferred to Mecklenburg County and \$20,761.75 estimated to be paid to Lunenburg County. After a motion by Rosa and a second by Grace, the trustees voted to support Leigh's writing a letter about the division of carryover/reserve funds as an advisement to Mecklenburg County Treasurer Sandra Langford, Mecklenburg County Administrator Wayne Carter, and Lunenburg County Administrator Tracy Gee. The vote supports Leigh recommending that SRL's carryover/reserve funds be distributed fairly to the two counties—after the final SRL audit—based on the population-based formula. With the awareness that these funds will initially go into both counties' general funds, trustees voted to show their support of these funds being designated solely for library use, noting their preference that the Mecklenburg funds be distributed evenly into library branch-based fund accounts. Leigh noted that the Mecklenburg County Public Library Trustees voted similarly the day prior to show support for the Mecklenburg portion of carryover/reserve funds being 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 fund accounts. Leigh noted that she planned to share the Reserve Funds Distribution sheet as an enclosure with the letter to Sandra, Wayne, and Tracy.

V. **New Business:** None

VI. **Citizens' Comments:** Tracy shared that she was grateful for working congenially and cooperatively to continue the operations of the regional library system as it prepared for separation. She expressed appreciation for the work of all involved. She thanked the SRL trustees especially for helping to make a smooth transition in a fairly short amount of time. Tom Randolph indicated he is currently a Mecklenburg County resident and expressed his love of libraries, indicating he became "hooked" on small libraries at the "Bruce Library" in Lawrenceville. He suggested that the nearby "Bruce" building could be a tourist attraction. He expressed concerns about the preservation of original "Bruce" books. He recognized Ambassador Bruce's contributions to the area. He referenced his familial ties to Bruce. Referring to Leigh and Vin as "friends" and citing connections to both of their families, he expressed his perception that Leigh had been more of an advocate for staff than customers. He expressed his perception that she was rude to him some years ago through a letter, regarding fines and the process of returning circulating items to various library locations. He offered negative perceptions about former library director Tom Emory, a current library staff member, and a former administrator with the Town of South Hill. He offered compliments to former Victoria Public Library Branch Supervisor Kathy Watson and for the Butler Memorial Library as a huge asset for Chase City. He indicated that he would like the libraries in the area to be more customer service oriented and welcoming. After a couple of reminders from Vin that he had exceeded his time limit, Mr. Randolph ended his remarks. Jackie responded by inviting Mr. Randolph to the library location in Clarksville, noting her long history with it and her confidence in it—along with other libraries in the service area—as welcoming, friendly, and like "home".

VII. **Board Member Matters:** None

VIII. **Review Meeting's Action Items:** None

IX. **Adjournment:** Vin suggested adjourning in memory of library founder David K. E. Bruce. Rosa made the related motion. Grace seconded it. It passed. At 11:14am, the meeting adjourned. No more SRL trustees' meetings are scheduled.

Respectfully Submitted:

Leigh Lambert 
Library Director, Acting as Secretary for this meeting

Date: 07/30/2015