

Pulaski County Library System
Board of Trustees Meeting
November 28, 2023
Pulaski County Public Library

Those Present: Lynne Clark, Chair; Laura Walters; TJ Cox; Robin Keener; Kathy Weddle; Carol Smith

Those Absent: Margaret Brewster; Robert Graham; Jan Booker

Staff Present: Sally Warburton

- I. Call to Order: Lynne called the meeting to order at 4:30pm at the Pulaski Public Library.
- II. Approval of Minutes: Laura made a motion to approve the minutes of September 26, 2023. Kathy seconded the motion which was passed by those present.
- III. Library Reports: The reports were presented.
- IV. Follow-up from Previous Meetings and Other Reports
 - A. Dolly Parton's Imagination Library: Sally reported that we have approximately 650 children enrolled with 1550 children under the age of 5 in the County.
 - B. State Aid Budget: Since the libraries were given a "bonus" of approximately \$30,000 from the State this year, Sally proposed to purchase a car for library outreach and trips. The County will add the car to their insurance and maintenance schedule. The Board expressed their approval of this plan.
 - C. Capital Improvement, new carpet for Pulaski Library. The lowest estimate came in at \$36,683.66. This is a little over the \$30,000 given by the County for this project. Sally will ask County Finance to approve the overage.
 - D. Update on Hiring: hiring a part-time person has been difficult but we are continuing to accept applications and interviewing.
 - E. Evaluation of Library Director was moved to the end of the meeting and completed in a closed session. Lynne made the motion to move to closed session to discuss this staff issue, pursuant to Section 2.2-3711(A)(1) of the Code of Virginia for the purpose of employee performance review. Kathy seconded the motion which was passed. Laura moved that the Board exit closed session with a second by Kathy and approved by the Board. Laura moved that the Board certify that "to the best of each member's knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the closed session." Lynne seconded the motion which was passed.
- V. New Business
 - A. Dublin Branch is now open two extra hours on Wednesday evenings.
 - B. Cyberthreats and IT Training: all Social Security Numbers and Drivers License numbers have been removed from patrons' records to protect the libraries from future issues in case of a malware attack. The libraries are collecting only name,

address, phone number, email address, and birthdate of library card holders.
County IT is planning training sessions in the future.

VI. Adjournment: There being no further business, Lynne adjourned the meeting.

Respectfully submitted,
Lynne Clark, Chair
Sally Warburton, Recorder

Approved: January 30, 2024