

**Pulaski County Library System
Library Board of Trustees
Minutes
January 27, 2009
Pulaski Library**

Trustees Present: John Freeman, Chair, Mason Vaughan, Jr., Vice-Chair, Danny Collins, Elinor Farmer, Marva Hickman, Martha Jackson and Dr. Don Stowers

Staff Present: Nancy Burchett, Interim Co-Library Director

Guests: Wayne Carpenter, Paula Alston, Joseph Reed and Robert Hiss

Trustees Absent: Phillip Baker and Joe Slaughter

- I. Call to Order & Introduction of Guests:** Chair John Freeman called the Pulaski County Library Board of Trustees meeting to order at 5:00 p.m. on Tuesday, January 27, 2009 at the Pulaski Library, Pulaski, Virginia.

Chair Freeman reported to those present of the resignation of library board trustee member, Phillip Baker. Chair Freeman advised Mr. Baker had cited his increased job duties and responsibilities at the bank as the reason for his resignation.

Chair John Freeman then introduced and welcomed members of the Library Director Search Committee, Wayne Carpenter, Paula Alston, Joseph Reed and Robert Hiss.

- II. Closed Meeting Session:** Chair Freeman entertained a motion for the Library Board of Trustees to enter closed meeting session with members of the Search Committee for the discussion of personnel matters in accordance with the Code of Virginia, Section 2.2-3711(A)(1). A motion was made by Elinor Farmer and seconded by Dr. Don Stowers to enter closed meeting session to discuss personnel matters. The motion was passed unanimously by Trustees present.

Return to Open Session: Elinor Farmer made a motion to return to open session of the meeting. Dr. Don Stowers seconded the motion and it was passed unanimously by Trustees present.

Certification: Dr. Don Stowers made a motion to certify, in conformance with the Virginia Freedom of Information Act, that the Library Board of Trustees had convened a closed session on January 27, 2009 and that the closed session was conducted in conformance with Virginia law, and that to the best of each Trustee's knowledge only business matters lawfully exempted from open meeting requirements by Virginia law were discussed and only matters identified in the motion of closed session were heard, discussed or considered by the Library Board of Trustees. The motion was seconded by Danny Collins and unanimously approved by Trustees present.

The Library Board of Trustees scheduled the following tentative dates as possible dates to conduct interviews for the Library Director position – February 21, 22, 23, 24, 26, 27, 2009. Robert Hiss, Assistant County Administrator, was requested to contact the candidates selected to schedule the interviews and notify Library Board members as to the definite dates and times once dates had been confirmed.

Chair Freeman on behalf of the Library Board of Trustees expressed appreciation to the Search Committee members present for their time and hard work. Search Committee members present then left the meeting.

Other Action: The Library Board of Trustees unanimously agreed to table adoption of the proposed Employee Personnel Handbook until the new Library Director is employed by the Library Board of Trustees.

- III. **Approval of Minutes:** Chair Freeman entertained a motion to approve the minutes of December 9, 2008. A motion was made by Dr. Don Stowers to approve the minutes of December 9, 2008 as presented. The motion was seconded by Elinor Farmer and unanimously approved by those Trustees present.
- IV. **Library Reports:** The following reports and items of note were reviewed. A copy of each report shall be filed with the records of this meeting at the Pulaski County Library:
- A. **Expenditures** – Interim Library Co-Director, Nancy Burchett, made note of the expenditure line items that were currently overdrawn. She also noted that several additional appropriations had been approved recently by the Board of Supervisors including some carry over of funds.
 - B. **Statistics** – Nancy Burchett noted that computer usage by library patrons had increased from this time last year as reflected on the statistics report.
 - C. **Dublin Library Report**
 - D. **Technology – OverDrive** - Staff reported the OverDrive project went live as of January 5, 2009. This joint purchase for digital audio books allows for patrons to download a book on-line without having to come to the library.
 - E. **Children’s & Youth Programs Report**
 - F. **Virginia Education Association – Whole Village Award** - Staff advised that an award from the Virginia Education Association was presented to library staff member, Sally Warburton and the Friends of the Library, recently for their outstanding work with the Pulaski County School system.
 - G. **Staff Training – Customer Service Seminar** - Staff members Sally Warburton and Lucy Glenn attended a free seminar on January 21, 2009 sponsored by New River Community College on customer service.
 - H. **Operational Changes:**
 - 1. **Library Hours:** Per staff recommendation, motion was made by Danny Collins, seconded by Martha Jackson to approve the following library hours for the Pulaski Library beginning February 2, 2009 for a

1 month trial period. Staff was requested to report back to the Library Board at the February meeting on patron feedback and any other comments/issues relating to the new hours. The motion was unanimously approved by Trustees present.

Pulaski Library Hours – Effective February 2, 2009:

Open 8 a.m. to 7 p.m. – Monday – Thursday

Open 8 a.m. to 5 p.m. – Friday

Open 9 a.m. to 2 p.m. - Saturday

2. **Circulation Desk:** Interim Library Co-Director, Nancy Burchett, advised the Board of changes made to staff working on the circulation desk. She reported that professional library staff members are now assigned to work the circulation desk the week prior to having to work on a Saturday for a few hours only. Previously, professional library staff members were required to work 3 hours each week at the circulation desk. It was noted that staff had suggested this change. The Library Board expressed no objections to this change.
3. **Food for Fines:** Interim Library Co-Director, Nancy Burchett, reported that during the month of February 2009, a Food for Fines had been planned with the canned food items being donated to the Daily Bread Program. She noted this was a suggestion of the library staff. The Library Board expressed no objections to the Food for Fines month.
4. **Storage & Clean-Up:** Interim Library Co-Director, Nancy Burchett, advised that the county had provided the Old School Board Office located near the Pulaski Library to the library recently for storage space. Further, with this added space, the library staff had been able to do some cleaning up and re-arranging, therefore, improving the appearance of the library.
5. **Library Fees:**
 - A. **\$5.00 Processing Fee:** The Library Board discussed staff recommendation to eliminate a \$5.00 processing fee charged to patrons with overdue books of 8 weeks or more. The Library Board requested staff to provide the following additional information pertaining to the \$5.00 processing fee and additional charges on overdue books prior to eliminating the fee entirely:
 - Amount of Revenue Received from \$5.00 processing fee;
 - Survey other libraries to determine if a processing fee is charged; and
 - Confirm that overdue notices are required to be mailed certified in order to pursue court action for overdue books.

Above requested information to be reviewed by the Library Board of Trustees at their next regularly scheduled meeting.

6. **Book Replacement Fee \$30.00:** Interim Library Co-Director, Nancy Burchett, advised the library currently charges a flat \$30.00 fee for the replacement of a book regardless of the age of the book or if the book is a paperback or hard bound book. Staff had recommended this fee be changed to the replacement cost of the book with the fee for older books being pro-rated.

A motion was made by Martha Jackson and seconded by Elinor Farmer to approve changing the book replacement fee per staff recommendation to charge the actual cost of the book with the fee being pro-rated for older books. The motion was unanimously approved by the Trustees present.

7. **Acceptance of Checks for less than \$5.00:** Interim Library Co-Director, Nancy Burchett, advised that past library practice had been to not accept a personal check for less than \$5.00 for library fees. With this practice or policy, a patron owing a \$2.00 library fine paying by check, was required to write their check for \$5.00 and then the library staff would give the patron back \$3.00 cash. If the check for \$5.00 was later returned for insufficient funds, the library was actually out \$5.00 rather than \$2.00, if the check had been written for \$2.00. Therefore, Ms. Burchett advised this practice had been discontinued. The Library Board expressed support for the discontinuance of this practice per staff recommendation and action.

V. **Business:**

A. **FY 2010 Budget Requests – Schedule Finance Committee Meeting:**

Interim Library Co-Director, Nancy Burchett, advised that capital improvement requests were due the county administration offices by Monday, February 2, 2009. Therefore, a meeting of the Library Finance Committee was needed in order to confirm the capital improvement requests for the Pulaski and Dublin libraries. Chair Freeman agreed to meet with Nancy Burchett tentatively on Thursday, January 29, 2009 to review and confirm the capital improvements requests for the libraries. It was also agreed that a meeting to discuss the libraries operating budget would be scheduled with the Chairman and the co-directors at a later date.

- B. **Library Board Minutes – Posting on Library Web Site:** The Library Trustees Board unanimously agreed to post approved minutes of the Library Board on the library's web site effective immediately per the recommendation of staff.

- C. **Other Issues/Concerns:** Interim Library Co-Director, Nancy Burchett, reported that Nancy Hudson, also Interim Library Co-Director, was working on some possible special programs and would be reporting on these at a

later date. In addition, Nancy Hudson had received some patron concerns pertaining to the cat at the Dublin Library that she would be discussing with the Board at a future meeting.

No other issues/concerns were discussed at this time.

- VI. Adjournment:** Chair Freeman entertained a motion to adjourn the Library Board of Trustees at approximately 7:30 p.m. Elinor Farmer made a motion to adjourn. The motion was seconded by Martha Jackson and was unanimously approved by the Trustees present.

The next scheduled meeting of the Library Board is Tuesday, February 24, 2009, 5 p.m. at the Dublin Library.

Respectfully submitted,

John Freeman, Chair

Nancy M. Burchett, Recorder

Approved: _____