

**Pulaski County Library System  
Library Board of Trustees  
Minutes  
February 24, 2009  
Dublin Library**

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

**Staff Present:** Nancy Burchett and Nancy Hudson, Interim Co-Library Directors

**Guest:** Robert Hiss, Assistant County Administrator

**Trustees Absent:** Joe Slaughter and Dr. Don Stowers

- I. **Call to Order & Welcome:** Chair John Freeman called the Pulaski County Library Board of Trustees meeting to order at 4:00 p.m. on Tuesday, February 24, 2009 at the Dublin Library, Dublin, Virginia. He welcomed those present to the meeting.
  
- II. **Approval of Minutes – January 27, 2009 & February 12, 2009:** The Board reviewed the minutes of January 27 and February 12, 2009. A motion was made by Martha Jackson, seconded by Elinor Farmer, to approve the minutes of January 27 and February 12, 2009 as presented. Motion was unanimously passed by Trustees present.
  
- III. **Library Reports:** The following reports and items of note were reviewed. A copy of each report is filed with the records of this meeting at the Pulaski County Library:
  - A. **Expenditures** – Interim Library Co-Director, Nancy Burchett, reported that approximately 40% of library funds remained unspent as of February 17, 2009. Further, she advised some transfers may be needed for line items currently overdrawn, but overall expenditures appeared to be on target with the budget for FY 09.
  - B. **Statistics** – Staff noted that the library computer usage continued to increase due to a number of patrons applying for jobs and filing of required unemployment reports with the Virginia Employment Commission now having to be done on-line. Staff also reported of several library patrons obtaining full-time jobs after using the library's computers to apply for job vacancies. Further, library staff member, Lucy Glenn, will be preparing a newspaper story pertaining to this.
  - C. **Dublin Library Report** – This report was reviewed by Trustees present.
  - D. **Technology** – This report was reviewed by Trustees present. The computer classes were noted to be full in February with a waiting list of interested citizens for the next round of classes in March. The Board of Trustees requested that staff post the computer class training schedule,

conducted by Carol Smith, on the library's web-site and post on the bulletin board at both libraries.

- E. **Children's & Youth Programs Report** - This report was reviewed by Trustees present.
- F. **Staff Community Services** - Staff advised that Carol Smith had been awarded the Robert H. Love Community Service Award recently by the County of Pulaski. Further, a listing of community service involvement by other library staff members was reviewed by the Library Board. This listing included numerous community service agencies.

A motion was then made by Elinor Farmer and seconded by Marva Hickman to commend library staff member, Carol Smith, for being awarded the Robert H. Love Community Service Award. Motion was unanimously passed by Trustees present.

G. **Fees:**

- 1. **\$5.00 Processing Fee:** As a follow-up from the January 27, 2009 library board meeting, staff provided the following information pertaining to the \$5.00 processing fee:
  - Funds collected last fiscal year for this fee was \$320.00, with funds collected so far this fiscal year being \$235.00;
  - The county magistrate does require that certified letters be mailed to library patrons who have overdue books. The mailing fee for this is \$5.32 per letter; and
  - Other libraries surveyed regarding the \$5.00 processing fee revealed that Pulaski Library system was the only library charging a \$5.00 processing fee for overdue books with other libraries charging a processing fee on lost books only.

After discussion of the above noted additional information, it was moved by Danny Collins and seconded by Elinor Farmer, to charge a \$5.00 processing fee only if a book is lost and no longer charge the \$5.00 processing fee on overdue books. Motion was unanimously passed by Trustees present.

- 2. **\$30.00 Book Replacement Fee -** Nancy Burchett, advised there had been a misunderstanding pertaining to the \$30.00 book replacement fee reported at the January 27, 2009 meeting of the Library Board of Trustees. She reported that there is not a \$30.00 book replacement fee being charged by the library as previously reported. She apologized for this miscommunication and then requested the Board to rescind its action taken on this matter at the January 27, 2009 meeting.

A motion was then made by Martha Jackson and seconded by Elinor Farmer to rescind last month's action pertaining to the \$30.00 book replacement fee since replacement fees previously charged were based on replacement costs and not a flat fee. Motion was unanimously passed by Trustees present.

H. **Library Hours:** Staff reported the new Pulaski Library hours were working well with library patrons appreciating the opening at 8 a.m. Nancy Hudson, Interim Library Co-Director, advised the Board that a comparison report pertaining to number of patrons and activity would be provided to the Board at their March 2009 regular meeting. This report should assist in either changing the hours back or revising the hours on a permanent basis in the future. Further, Ms. Hudson reported that the state library requires at least one evening of three hours opening after 5 p.m., but an exception may be allowed by the state library, if justified. The Board took no action on this matter until a comparison report, as described by Ms. Hudson, could be reviewed by the Library Board.

IV. **Business:**

A. **FY 2010 Budget Requests:** Interim Library Co-Director, Nancy Burchett, reviewed with the Library Board the library's operating budget request submitted to the county for fiscal year 2010. She advised the amount requested for operating funds for FY 2010 was \$578,133 with state aid being estimated at 5% less than FY 09 or \$129,912. Further, she reported the amount requested was basically level funding including staff salaries and benefits. In addition, Ms. Burchett advised that county administration had requested submission of additional cuts of seven and ten percent scenarios. She advised this had been done with cuts being made in travel, dues and association memberships, books and subscriptions, furniture and fixtures, and machinery and equipment. Ms. Burchett noted that both scenarios would involve a reduction in library hours and/or a reduction in part-time and possibly full-time staff. However, she advised that the library could not be singled out with a percentage reduction in funds or the loss of state aid would result. Therefore, the percentage reductions, if made, would have to be applied to all departments and agencies of the county in order to preserve the library's state aid funding.

Ms. Burchett also reviewed with the Library Board the list of requests submitted to the county for capital improvement funding for next fiscal year as follows:

Pulaski Library – Back Porch Entry Repairs/Improvements - \$5,000  
Window Treatments/Blinds - \$5,000  
Library Inside Painting - \$10,000  
Library Carpet Replacement - \$29,000  
Library Server/Lap Top Computers - \$20,000  
Dublin Library – Replacement of Back door and side Door/Outside Shutter  
\$6,000

Ms. Burchett also noted the following library capital improvement items already on the county's Capital Improvement Plan:

Dublin Library – Carpet Replacement - \$11,000  
Dublin Library Roof - \$30,000

Outreach Service Van - \$30,000  
Library Feasibility Study - \$15,000  
Library Replacement - \$3,000,000

Motion was made by Elinor Farmer and seconded by Marva Hickman to approve the library's FY 2010 budget request in the amount of \$578,133 and the capital improvement requests as outlined above and submitted to the county by Ms. Burchett. Motion was unanimously approved by Trustees present.

**B. Other Issues/Concerns:**

1. **SESCO Contract:** Ms. Burchett advised that a copy of the contract with SESCO for a monthly retainer fee of \$50.00 had been located and given to Chair Freeman. Chair Freeman advised that the contract is for a one year period and written notice is required to cancel contract at least sixty (60) days prior to the annual renewal date.

Following discussion of the SESCO contract, it was moved by Danny Collins and seconded by Mason Vaughan, Jr., to not renew the SESCO monthly contract. The motion was unanimously carried by Trustees present.

Staff was requested to prepare a letter to SESCO as soon as possible advising of the Board's action to not renew the monthly contract.

Further, the Library Board of Trustees requested the Chair to confer with county attorney, Tom McCarthy, pertaining to the library's liability for a \$1,500 billing by SESCO for the preparation of an employee personnel handbook since there had not been an executed contract by the Library Board for this service.

**C. Other Informational Items/Miscellaneous –**

1. **Bilingual Books** – Staff was asked if the library collection included any bilingual books. Nancy Hudson advised she thought there was some books, but would confirm this.
2. **Recognition of Lucy Glenn** - Nancy Hudson reported that Lucy Glenn had recently received a copy of a book written by an historian in Roanoke, Virginia whereas, Lucy had been acknowledged in the book for her research assistance provided the author while Lucy was employed at the Roanoke Library. The Board commended Lucy for this honor and recognition.
3. **Better Fitness Group** – Nancy Hudson advised that five library staff members were going to participate in a Better Fitness Program offered by the Virginia Cooperative Extension Office. She invited library board members to also participate in this program.
4. **Barnes & Noble Book Account** – Nancy Hudson reported she had set up an account with Barnes & Noble for the purchase of books.

Previously, books orders were done twice per year with books being requested between orders having to wait. Now, with the Barnes and Noble account, books can be ordered right away with a shorter waiting period for the patron requesting the book.

5. **Additional Meeting Date March 2009** – Chair Freeman advised that an additional meeting date in March 2009 of the Library Board would be needed in order to conduct a closed meeting to discuss personnel and the employment of a Library Director.

The Library Board agreed to meet on Thursday, March 12, 2009 at 5 p.m. at the Pulaski Library for a closed meeting session to discuss personnel issues and the employment of a Library Director.

No other issues or concerns were discussed at this time.

Therefore, on the motion of Marva Hickman, seconded by Danny Collins, the Library Board took a few minutes recess before convening into closed meeting session. Motion was unanimously approved by Trustees present.

- V. **Closed Meeting Session:** Chair Freeman entertained a motion for the Library Board of Trustees to enter closed meeting session for the discussion of personnel matters and conduct interviews for the Library Director's position in accordance with the Code of Virginia, Section 2.2-3711(A)(1). A motion was made by Elinor Farmer and seconded by Martha Jackson to enter closed meeting session to discuss personnel matters and conduct interviews for the Library Director's position. 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. Mason Vaughan, Jr., seconded the motion and it was passed unanimously by Trustees present.

**Certification:** Marva Hickman 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 February 24, 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 Elinor Farmer and unanimously approved by Trustees present.

- VI. **Adjournment:** Chair Freeman entertained a motion to adjourn the Library Board of Trustees at approximately 6:40 p.m. Danny Collins 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 Thursday, February 26, 2009, 5 p.m. at the Dublin Library for the purpose of conducting personnel interviews for the Library Director's position.

Respectfully submitted,

John Freeman, Chair

Nancy M. Burchett, Recorder

Approved: \_\_\_\_\_