

Y 26, 2010 Pulaski County Library System
Library Board of Trustees
Minutes
November 24, 2009
Charles and Ona B. Free Memorial Library
Dublin, Virginia

Trustees Present: John Freeman, Chair; Mason Vaughan, Jr., Vice-Chair; Marva Hickman; Nancy Hudson; Joseph Slaughter; and Danny Collins

Staff Present: Sally Warburton, Director

Trustees Absent: Elinor Farmer; Martha Jackson; and Don Stowers

- I. Call to Order and Welcome: Chair John Freeman called the Pulaski County Library Board of Trustees meeting to order at 5:10 p.m. on Tuesday, November 24, 2009 at the Charles and Ona B. Free Memorial Library in Dublin.
- II. Approval of Minutes – September 29, 2009 and October 27, 2009: The Board reviewed the minutes of September 29, 2009. A motion was made by Danny Collins and seconded by Marva Hickman to approve the minutes as written. The motion was passed by the Trustees present. The minutes of October 27, 2009 were then reviewed and Nancy Hudson made the motion to approve them as written. The motion was seconded by Joseph Slaughter and passed by the Trustees present.
- III. Library Reports: The following reports were reviewed by the Trustees present. A copy of each report is filed with the records of this meeting at the Pulaski County Public Library.
 - A. Expenditures
 - B. Statistics: Nancy Hudson pointed out a discrepancy on the report in the number of Active Patrons for October, 2009 for Pulaski Library which was listed as 117. A corrected report will be filed with the records of the meeting.
 - C. Dublin Library Report
 - D. Technology Report: the board asked for an explanation of the new procedure to enter titles of books that we will be receiving when they are published into the catalog. Technology Coordinator, Carol Smith, and Kristi Anderson, Cataloguer, are adding the new titles to the catalog with notes that they are “Not yet published”. The Item Status states “In Processing” and the Shelf Location is “On Order”. Patrons can then place holds on the item so when it arrives in the library they can get it in the order that the holds are entered.
 - E. Youth Services Report: board members commented on the success of the Halloween Party and are pleased that Jena is visiting the elementary schools during RIF (Reading Is Fundamental) distributions to let the children know that the public library is involved in providing their books.
 - F. Director’s Report
- IV. Follow Up from Previous Meeting and Other Reports:

- A. Guidelines for Belle the Cat at Charles and Ona B. Free Memorial Library: no new report.
- B. Library Policy: Collection Development Policy will be reviewed in January, 2010.
- C. Patron Issue: The patron who is disrupting library services at Pulaski Public Library with his body odor has been referred to the Pulaski County Department of Social Services. While the problem hasn't been solved it has improved. The citizens who attended the October Board Meeting expressed their appreciation for being heard and the response to the issue.
- D. Nominating Committee: Nancy Hudson has been asked and agreed to chair the Library Board for 2010. The Committee has asked that the Board of Supervisors appoint Nancy Burchett to take the position that Marva Hickman will be vacating on December 31, 2009. The committee suggested that Ms. Burchett be asked to accept the role of vice-chair. John Freeman stated that someone who is not yet on the board could not be asked to assume this position and Mason Vaughan agreed to remain vice-chair until such time that someone else wishes to assume that role. Mr. Freeman also encouraged board members to call the Board of Supervisors to support Nancy Burchett's appointment or to suggest other names for consideration. Marva Hickman moved to accept the nominations for chair and vice-chair for 2010. The motion was seconded by Danny Collins and passed unanimously.
- E. 20th Anniversary of Free Memorial Library: the board suggested that staff move ahead with planning a celebration in April, 2010.

V. New Business

- A. Holiday closing: the board approved allowing staff to decide if the library will close at 5:00 pm or stay open evenings December 28-31. This decision will be based on availability of staffing. Closures will be posted at least 2 weeks prior to the holidays.
- B. Christmas display: a request has been made to display a crèche in the display case at the Pulaski Library. The Board decided that, while legal with the addition of other Christmas symbols, would not be appropriate in a public building as it would not be taking into consideration the Jewish and Muslim holidays that also occur in December.
- C. Library charges: Sally explained several fees which are being charged at the libraries and requested approval for some changes. The \$5 processing fee for lost books will now be included in the replacement cost of the book rather than as an additional fee. Staff will review the replacement costs of the books. The cost to scan to email will change from \$.50 for the first 5 pages + \$.25 per additional page, to \$.50 to scan to email. Staff will also consider charging \$1 per book requested via interlibrary loan to help defray the postage cost. Mr. Collins asked how this would affect patrons requesting ILL via telephone. Staff will take this into consideration.
- D. Trustee listserv: the board was advised that a new listserv is up and running. Anyone wishing to receive the posts can join at <http://www.listlva.lib.va.us/cgi-bin/wa.exe?A0=TRUSTEES> This link will be sent to members by email.
- E. Financial Disclosure Statement: County Administration has requested that a Financial Disclosure Statement be submitted by all board members. Copies will be sent to

members by email or can get a paper copy form Sally. Trustees asked if this form requires an original signature. Sally will follow up on this question.

- F. Library staff: Nancy Hudson suggested that staff be informed that if they miss a training due to illness or annual leave it is that staff member's responsibility to get trained and stay informed when they return to work. This is especially important for public service staff. Members agreed.
 - G. Current directory of members: Nancy Hudson requested the directory be updated in January when the new member is appointed.
- VI. Adjournment: Chair Freeman thanked Marva Hickman for serving on the Library Board and entertained a motion to adjourn the Library Board of Trustees at approximately 6:15 p.m. Danny Collins moved to adjourn. Joseph Slaughter seconded the motion. The motion was unanimously approved by the Trustees present.

The next scheduled meeting of the Library Board is Tuesday, January 26, 2010 at 5:00 p.m. at the Pulaski Public Library in Pulaski, Virginia.

Respectfully submitted,
John Freeman, Chair
Sally Warburton, Recorder

Approved: _____