

Pulaski County Library System  
Library Board of Trustees  
Minutes

January 26, 2010

Pulaski Public Library

Pulaski, Virginia

Trustees Present: Nancy Hudson, Chair; Mason Vaughan, Jr., Vice-Chair; John Freeman; Martha Jackson; Danny Collins; and Laura Walters

Staff Present: Sally Warburton, Director; Carol Smith, Technology Coordinator

Trustees Absent: Elinor Farmer; Joseph Slaughter; Tom Brewster, Acting Superintendent of Schools

- I. Call to Order and Welcome: Chair Nancy Hudson called the Pulaski County Library Board of Trustees meeting to order at 5:04 p.m. on Tuesday, January 26, 2010 at the Pulaski Library.
- II. Approval of Minutes – November 24, 2010: The Board reviewed the minutes of November 24, 2010. A motion was made by Martha Jackson and seconded by John Freeman to approve the minutes as written. The motion was 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
  - C. Dublin Library Report
  - D. Technology Report: Martha Jackson complimented Carol Smith on the excellent quality of the library website. Nancy Hudson inquired about the purchase of computers and Carol responded that the final machines purchased with Gates Grant money will be ordered and the funds will arrive in March, 2010. Carol also reported that the phones in Dublin are now part of VOIP and that there are three phones at the branch: at the circulation desk, in the office and in the meeting room.
  - E. Youth Services Report: Martha Jackson asked how Jena Hardy was doing in the Youth Services Position and was assured by Sally Warburton that she is doing well with programs and other duties. Jena is also going into the elementary schools during RIF (Reading is Fundamental) distributions.
  - F. Director's Report: Sally Warburton commented upon the impact of the proposed county Wellness Center on the library system, especially the Dublin Branch. Library Board feels that there should be a Food for Fines month rather than Pet Supplies for Fines and the food be donated to Daily Bread.
- 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 from the committee. The board suggested that the current guidelines be reviewed, amended and voted on. Since guideline #11 seems to be the problem Danny Collins suggested that item be amended to read, "The Library Board will review annually the

care of and protection of Belle, the library staff and the public. If the above stipulations are not met, the Library Board will find a new home for Belle.” References to “Friends of the Library” will be changed to “Friends of Belle”. Danny Collins made a motion that the guidelines be adopted with these changes. Martha Jackson seconded the motion and it was passed unanimously.

- B. Library Policy: Collection Development Policy will be reviewed in February, 2010.
- V. New Business
  - A. FY 2010/11 Budget: Sally Warburton advised the board that staff is preparing the proposal for a budget for FY 2011. The county has requested a 10% reduction in FY 2009/10 budget which will probably only be possible with a decrease in library hours and personnel. The board will be kept informed.
- VI. Adjournment: Chair Nancy Hudson entertained a motion to adjourn the Library Board of Trustees at approximately 6:15 p.m. Danny Collins moved to adjourn. John Freeman seconded the motion. The motion was unanimously approved by the Trustees present.

The next scheduled meeting of the Library Board is Tuesday, February 23, 2010 at 5:00 p.m. at the Charles and Ona B. Free Memorial Library in Dublin, Virginia.

Respectfully submitted,  
Nancy Hudson, Chair  
Sally Warburton, Recorder

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

The following suggestions are for the care of Belle, to follow the insurer's suggestions, to better serve the public, and to protect both the cat and the citizens of Pulaski County.

1. The water fountain at Free Memorial Library will be kept covered at all times. This protects the public and will eliminate the need to try to retrain Belle as the fountain will be inaccessible to her.
2. Belle will be brushed daily.
3. The litter box will be cleaned daily and completely changed on a weekly basis.
4. Belle will have yearly veterinarian visits for shots and a complete check-up. The Humane Society has volunteered to provide this service. A cat carrier will be provided by the Humane Society. A copy of the Veterinary record will be kept at the Dublin Library as well as at the main library in the event that a patron makes an inquiry.
5. Belle's claws will be clipped on a weekly basis.
6. All cat bedding, blankets, toys, etc. will be washed or replaced as needed.
7. Belle will be kept out of the kitchen when groups meeting at the library are serving refreshments.
8. An account of all donations for Belle's care, maintenance and expenses will be kept and verified with receipts. A monthly financial statement will be provided to the Library Board by the staff of the Dublin Library and a yearly audit will be conducted by someone approved by the Library Board.
9. A notice will be posted on the front door of the Dublin Library and on the website to include the information that a cat is on the premises, in case of allergies or concerns patrons may call ahead to request the cat be removed from the public areas and a statement that the library is not liable.
10. All care and maintenance for Belle will be done by volunteers (staff and public) and documented on a volunteer sign-up sheet and schedule. This will be checked on a regular basis by the Library Director.
11. The Library Board will review annually the care of and protection of Belle, the library staff and the public. If the above stipulations are not met, the Library Board will find a new home for Belle.

The following items are suggested for purchase/consideration by the Library or Friends of Belle:

A new vacuum cleaner with HEPA filter. The cleaner at Dublin Library is in need of repair and may not be safe.

Filters in heating & air conditioning systems be replaced on a more regular basis with HEPA filters.

Recover/reupholster all damaged upholstered furniture. (Research on this is being done by volunteers with the idea that a fund raiser may be done to provide monies.)

Committee members:

Mr. Bill Bryant, Humane Society

Rev. Danny Collins, Library Board

Ms. Elinor Farmer, Library Board

Ms. Courtney Price, Library Staff

Dr. Don Stowers, Library Board

Approved: January 26, 2010