

Pulaski County Library System  
Library Board of Trustees  
Minutes  
March 29, 2011  
Pulaski County Library

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

Trustees Absent: Elinor Farmer; Joseph Slaughter; Robert Becker

Visitors Present: Mary Catherine Stout, President of Friends of the Library

Staff Present: Sally Warburton, Director and Graham Tate, Circulation Assistant

- I. Call to Order and Welcome: Chair Nancy Hudson called the Pulaski County Library Board of Trustees meeting to order at 5:00 pm on Tuesday, March 29, 2011 at the Pulaski County Library.
- II. Approval of Minutes: Laura Walters moved that the minutes of the February 22, 2011 meeting be approved as written. John Freeman seconded the motion and the minutes were approved as written.
- 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 Library.
  - A. Expenditures
  - B. Statistics
  - C. Financial Statement
  - D. Dublin Library Report: Nancy Hudson asked if the weeding project is progressing at both libraries. This project is ongoing. Nancy also commented that the Library Board appreciates the Branch manager, Scott McGregor, helping patrons with their computer questions.
  - E. Technology Report
  - F. Youth Services Report
  - G. Director's Report: Sally Warburton added to the report that the Friends of the Library is purchasing shirts for staff that will have the Library logo on them. If any of the Trustees would like to purchase one, we can add that to the order.
- IV. Follow Up from Previous Meeting and Other Reports
  - A. Introduction of Graham Tate: Graham has joined the staff as a Circulation Assistant at the Pulaski Library.
  - B. No smoking signs have been posted at the front and back entrances of the Pulaski Library. This doesn't seem to be an issue in Dublin at this time. Peter Huber, County Administrator has suggested that a smoking zone be created at the mail kiosk located

near the parking lot for the Court House across Third Street from the library, for both the court house and the library.

- C. Plaque for Dublin Community Room: The plaque honoring Fary Anderson is being discussed and designed.

V. New Business

- A. Part-time employee, Kathy Sowder, resigned as of March 21, 2011. Applications are being accepted to fill this position at this time.
- B. Job descriptions for staff were reviewed. A correction was made to the physical requirements to make it more concise. Martha Jackson moved that the job descriptions be accepted as changed. Laura Walters seconded the motion & it passed unanimously.
- C. New trustee, Nina McNeil, expressed that she may not be able to serve as a trustee due to family health issues. The board stated that they would like to see her stay as she has a lot to offer the governing of the library. Ms. McNeil will discuss the issue with Joe Sheffey , Chair of the Board of Supervisors to determine if a replacement needs to be found.
- D. Closed Session: A motion was made by Martha Jackson that the Library Board of Trustees enter a closed meeting session for the discussion of personnel matters in accordance with the Code of Virginia, Section 2.2-3711(A)(1). The motion was seconded by Laura Walters and the motion was passed unanimously by Trustees present.  
Return to Open Session: Mason Vaughan made a motion to return to open session of the meeting. John Freeman seconded the motion and it was passed unanimously.  
Certification: Martha Jackson 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 March 29, 2011 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 Laura Walters and unanimously approved by Trustees present.

VI. Adjournment: Mary Catherine Stout invited the board members to the Friends of the Library annual meeting that is set for April 14<sup>th</sup>. There being no further business, the meeting adjourned at 5:45 pm.

The next scheduled meeting of the Library Board is Tuesday, April 26, 2011 at 5:00 pm at the Charles and Ona B. Free Memorial Library.

Respectfully submitted,  
Nancy Hudson, Chair  
Sally Warburton, Recorder

Approved: April 26, 2011