

Pulaski County Library System  
Board of Trustees Meeting  
Minutes  
August 27, 2013  
Pulaski County Library

Trustees Present: Laura Walters, Chair; John Freeman; Parks Lanier, Jr.; Nancy Hudson; Margaret Spradlin; Hattie Haulsee

Trustees Absent: Martha Jackson; Joseph Slaughter; Thomas Brewster

Staff Present: Sally Warburton

- I. Call to Order and Welcome: Laura Walters called the meeting to order on Tuesday, August 27, 2013 at 4:30 pm at the Pulaski Public Library. She welcomed new trustee, Hattie Haulsee.
- II. Approval of Minutes: After a review of the minutes of June 25, 2013, John Freeman moved for approval and Margaret Spradlin seconded the motion which was passed by those present.
- III. Library Reports: The following reports were reviewed by the Trustees present and a copy of each is filed with the record of this meeting at the Pulaski County Library.
  - A. Expenditures: Sally reported that the total State Aid budget of \$119,126 is incorrect for the current fiscal year. It has been increased to \$122,803. Diane Newby will add this and the line item budget amounts to the new budget after approval by the Board of Supervisors.
  - B. Statistics
  - C. Director: Parks asked for an explanation of the rearrangement of the Pulaski Library books which Sally provided. We have removed the paperbacks as a separate identified section and made one area of fiction and nonfiction with all books shelved in these areas. The only format separate from these are the large print books. Nancy asked about the new Glenvar Library that Parks agreed from the outside looks very nice. Sally described the library with fireplace and meeting rooms and the arrangement of the books. Trustees also asked about the Book Buddy program which now has one senior citizen signed up to receive books and a volunteer to help her.
  - D. Dublin Branch: Nancy added that Jerry Haynes will be at the Friends of the Library meeting on October 15 at 6:00 pm and invited the trustees to attend. Sally reported that the bench that is falling apart is actually on Town of Dublin

property and the town will remove it. The library has had several comments about its condition because it is situated near the Dublin Library.

- E. Youth Services
- F. Technology

IV. Follow-up to Previous Meeting and Other Reports:

- A. Security Cameras: Sally reported that Carol Smith is still working with the company installing the cameras to ensure that the cameras and the recording are working correctly and as the agreement states they would.
- B. Records Management Training: Sally distributed a handout from the Library of Virginia on Records Management Tips and let the trustees know a little about the workshop that she attended on August 14, 2013. The major message was that all records, no matter the format (microfilm, paper, electronic, etc.), are to be treated the same, that copies do not have to be kept, that the official record must be kept for a specified period of time and then destroyed as per official state schedules and guidelines, and that email should be handled as a written copy or original.
- C. List of Members: Sally Warburton distributed an updated list of trustees with contact information for any updates.

V. New Business

- A. Directional Sign to Pulaski Library: Parks asked about a sign being installed at the corner of Third and Washington Streets in Pulaski to direct people to the Pulaski Library. Sally will follow up with the county.

VI. Adjournment: There being no further business Laura called for a motion to adjourn at 5:05 pm. John so moved and Nancy seconded the motion which was passed by those present.

Respectfully submitted,  
Laura Walters, Chair  
Sally Warburton, Recorder

Approved September 24, 2013