

Pulaski County Library System  
Board of Trustees Meeting  
Minutes  
August 25, 2015  
Pulaski County Public Library

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

Trustees Absent: Thomas Brewster; Meagan Pratt

Staff Present: Carol Smith; Sally Warburton

- I. Call to Order and Welcome: John Freeman called the meeting to order on Tuesday August 25, 2015 at 4:30 pm at the Pulaski County Public Library
- II. Approval of Minutes: After reviewing the minutes of June 30, 2015, Margaret Spradlin made a motion to approve that was seconded by Parks Lanier and approved by all present
- III. Library Reports: The following reports were reviewed by the Trustees and a copy of each is filed with the record of the meeting at the Pulaski Library:
  - A. Expenditures: the balance of the State Aid Budget is incorrect at this time. It shows as being \$128,943. The correct amount, \$129,095, will be approved by the Board of Supervisors and corrected by Diane Newby, Director of Finance
  - B. Statistics
  - C. Director: No update on the substance found in the public restroom at this time.
  - D. Dublin Branch
  - E. Youth Services: John Freeman recounted that he had brought his grandchildren to the library recently and they greatly enjoyed visiting the Children's Room at the Pulaski Library. The atmosphere is family friendly and the children enjoyed their visit. He also complimented Jena Hardy, Youth Services Librarian, and Scott McGregor, Branch Director, on the excellent quality of the Summer Reading Program that brought many young people to the libraries. Margaret Spradlin also commented on the new Children's Book Club that Jena will be coordinating in the fall. Thanks to the Friends of the Library, Jena will be able to purchase books to share with the club's participants.
  - F. Technology: Margaret asked for an explanation of the item concerning overdue and lost items. Carol explained that she is working with Cindy Perry, Circulation Staff, to send an additional reminder in the form of a bill to people who still have

items out at 56 days when the items are noted in the catalog as “Long Overdue” but are still on the patron’s record. At 180 days overdue the items are marked “Lost” in the catalog but are still noted in the patron record. The “Lost” items will then be purged from the catalog at a future date after considering reordering, but even when the items are purged from the catalog the cost of the items will remain on the patron record.

IV. Follow-up from Previous Meetings and Other Reports

- A. NRV Community Foundation: The library has received a check in the amount of \$380 from the Community Foundation. This is a grant award from the endowment created with the money donated by Frank Flippin and will be used for a children’s program presented in honor of his mother.
- B. Update of Trustee’s Contact Information: Contact information for the Trustees has been approved and will be forwarded to the Library of Virginia and the Pulaski County Administration.

V. New Business

- A. Approval of Strategic 5-Year Plan: Laura Walters called to adopt the Strategic Plan for 2015-2019 with the correction of a date under Goal 2: Collection. Hattie Haulsee seconded the motion and it passed. The Plan will be sent to the Library of Virginia.
- B. Fair Labor Standards Act: Sally Warburton, Library Director, met with Karen Thompson, Assistant County Administrator, to discuss the FLSA changes that may be occurring in October, 2015 as regards Exempt and Non-Exempt personnel receiving overtime pay and compensatory time. Ms. Thompson will be reviewing classifications and informing the library of any changes.
- C. Statistics Report: Sally asked the Trustees if this report is meeting their needs in updating them on Library activities. Since this form has been used for about 10 years, we will review it next month to determine any changes that should be made.

VI. Adjournment: There being no new business, Laura Walters moved for adjournment at 5:15 pm. Hattie Haulsee seconded the motion which was passed by all.

Respectfully submitted by:  
John Freeman, Chair  
Sally Warburton, Recorder

Approved: September 29, 2015