

Pulaski County Library System
Board of Trustees Meeting
4:30pm
January 30, 2018
Pulaski County Public Library

Trustees Present: Margaret Spradlin, Chair; Parks Lanier, Jr.; Meagan Pratt; Jan Booker; Karen Thompson

Trustees Absent: Lynne Clark; Dr. Kevin Siers

Staff Present: Carol Smith; Sally Warburton

- I. Call to Order and Welcome: Margaret Spradlin called the meeting to order and welcomed the new members of the Board of Trustees, Jan Booker and Karen Thompson.
- II. Approval of Minutes: Margaret called for the approval of minutes of November 28, 2017. Parks Lanier moved to accept the minutes as written. Meagan Pratt seconded the motion which was passed by those present.
- III. Library Reports: The following reports were reviewed by the Trustees and a copy of each is filed with the minutes of this meeting at the Pulaski Library.
 - A. Expenditures: Margaret noted the expense of \$20,522 for flood insurance in the Local Budget. The Pulaski Library is in the flood plain of Peak Creek which necessitates this insurance.
 - B. Statistics
 - C. Director's Report: Trustees noted that the Library System is partnering with Literacy Volunteers of the NRV to provide services to Pulaski County residents. LV has recently hired a new Executive Director who is actively promoting the group in Pulaski County.
 - D. Dublin Branch: Branch Manager, Scott McGregor has begun classes at Florida State University to obtain a Master's of Information Science Degree.
 - E. Public Services
 - F. Youth Services: Margaret asked for an update on the Little Free Libraries. We now have sites at several schools as well as Randolph Park, Sixth Street and Kiwanis Parks in Pulaski, the Visitor's Center, and Meadowview Apartments.
 - G. Technology: The last high school yearbooks have been digitized and added to the database. Carol Smith is also presenting computer classes which begin with a basic understanding of the Internet, followed by Word & Excel.
- IV. Follow-up to Previous Meetings and Other Reports:
 - A. New Library Board Trustees: Sally introduced Jan Booker and Karen Thompson with a little background information for each. Parks mentioned that Nancy Hudson prefers to be taken off of the Board at this time due to the death of her husband. Sally will request a replacement for her as well as an additional appointment from the Ingles District.

- B. Snow Closure: Sally reviewed current library procedure. The Libraries follow the County Administrative closing during the day but Sally makes a determination of closing the libraries at 5:00 or on Saturdays dependent upon the road conditions and ability of staff and patrons to get to the Libraries. Trustees expressed their desire to continue this practice.
 - C. Disclosure of Real Estate Statements: Trustees present completed the Virginia Conflict of Interest and Ethics Advisory Council Forms. These will be forwarded to County Administration. Trustees who are not present will be emailed/mailed the forms.
- V. New Business:
- A. Local Budget 2018-2019: Sally Warburton reviewed the request for additional funds in the Local Budget in line items that cover Office Supplies and Travel Mileage Reimbursements. The Board approved these requests. A discussion of the Capital Improvements Listing ensued. Board suggested we add requests for a Library car for staff use, new carpets at the Dublin and Pulaski Libraries, and a security camera update/repair.
 - B. Book in Honor of Laura Walters: As with past Trustees who have served at least eight years on the Library Board, the Library will place a book in the collection in honor of Laura Walters to thank her for her service.
- VI. Adjournment: There being no further business, Parks moved to adjourn, Karen seconded the motion and the meeting adjourned at 5:20pm.

Respectfully submitted
Margaret Spradlin, Chair
Sally Warburton, Recorder

Approved: February 27, 2018