

Pulaski County Library System
Board of Trustees Meeting
November 30, 2021
Pulaski County Library

Trustees Present: Meagan Pratt, Chair; Kevin Siers; Jan Booker; Kathy Weddle; Lynne Clark; Margaret Brewster

Trustees Absent: Drew Foxx; Jennifer McCarthy; Margaret Spradlin

Staff Present: Sally Warburton

- I. Call to Order and Welcome: Meagan called the meeting to order at 4:30 and welcomed new member, Kathy Weddle.
- II. Approval of Minutes: Jan moved to approve the minutes of September 28 and October 25 as written. Kevin seconded the motion which passed.
- III. Library Reports were reviewed by trustees.
- IV. Follow-up from Previous Meetings and Other Reports
 - A. COVID updates: the VA Department of Health reports show a higher number of cases and positivity in Pulaski County. The entire Commonwealth is still in the high zone for transmission. The Library will continue to encourage masks in the library and is not planning to resume large-group programs.
 - B. Update on hiring staff: Sheena Johnson has been hired for the position of Public Services Coordinator and Scotia Marshall has accepted the job of Youth Services Assistant. Both will begin work December 20, 2021.
 - C. Approval of Technical Services Assistant and Library Assistant Clerk (Dublin) Job Descriptions: Jan moved to approve increasing hours for both of these positions. Lynne seconded the motion which was passed.
 - D. ARPA Grant: Sally presented the Memos of Understanding that have been written between the Library System and Calfee Community Center and the Library System and Beans and Rice. No questions or concerns were expressed.
- V. New Business
 - A. Challenged Materials Policy: trustees discussed the situation in some Virginia school districts challenging books in the school libraries. The "Challenged Material" section of the Pulaski Library System's "Collection Development Policy" was reviewed. No changes were made.
 - B. Bibliostat Report: Sally presented the completed report to the Board. Visits to the libraries and circulation of books are down this year, but the downloadable materials are being used more.
 - C. Holidays 2022: The list of State and County holidays was presented to the Board. The libraries will continue to follow the county's recommendation with closures on the holidays. Saturdays preceding or following the holiday will also be closure dates.
 - D. Holiday Hours: the board approved closing the libraries at 5:00 the week between Christmas and New Year's.

- E. Partnership with the VA Department of Health to distribute COVID-19 at-home test kits: these will be free to the public and come with instructions for use. Kevin made a motion to do so, Jan seconded the motion, and it was passed with the Board's appreciation to the library staff for helping in this effort.
 - F. Trustees Leaving Board and Election of Officers: Sally will contact Drew Foxx to determine if he chooses to leave the Board. Jan Booker's first term also expires on December 31, 2021. She has graciously agreed to stay for another 4-year term. Officers will be elected at the January meeting.
 - G. Revision of By-Laws: Trustees were given a copy of the by-laws to review prior to the January meeting to determine changes that may be needed if we continue to meet on alternate months rather than every month.
- VI. Adjournment: There being no further business, the board adjourned at 5:15. The next meeting will be at 4:30 on January 25, 2022 at Charles and Ona B. Free Memorial Library.

Respectfully submitted,
Meagan Pratt, Chair
Sally Warburton, Recorder

Approved: January 25, 2022