

Pulaski County Library System
Board of Trustees Meeting
September 26, 2023

Charles and Ona B. Free Memorial Library

Those Present: Laura Walters, Vice-Chair; Margaret Brewster; TJ Cox; Robin Keener; Robert Graham; Kathy Weddle; Jan Booker

Those Absent: Lynne Clark; Carol Smith

Staff Present: Sally Warburton; Kristine Saunders; Maichal Valentine

- I. Call to Order and Introduction of New Staff: Laura called the meeting to order at 4:30. Maichal Valentine, Circulation Assistant, and Kristine Saunders, Youth Services Coordinator, introduced themselves to the Board.
- II. Approval of Minutes: Margaret made a motion to approve the minutes of July 25, 2023 as written. Kathy seconded the motion. There was a short discussion to add some dialog, the motion passed.
- III. Library Reports were noted.
- IV. Follow-up from Previous Meeting
 - A. Staff Safety – Active Shooter Training: Sally thanked the Board for closing the libraries to give time for all staff to attend this very worthwhile training. The PC Sherriff’s Department did a good job in imparting the importance of being trained and vigilant.
 - B. New Carpet for the Libraries: Dublin Library carpeting has been completed and the process has started for the Pulaski Branch. Trustees expressed their support of using laminate planks for their durability and ease of upkeep.
 - C. Dolly Parton’s Imagination Library: On August 28, 2023 a majority of the Board voted via email to support the Libraries committing time and money to bring the Imagination Library to Pulaski County. The PC Schools partnered with the public libraries to facilitate the application and on September 21, 2023 the libraries became an affiliate of the program. The response from the community has been overwhelming. Suggestions were made for promoting the program as we want to reach every child under the age of 5.
 - D. Complaint about Pride Month Display: Sally read a letter from an anonymous source and a discussion ensued.
 - E. Budget for Expenditure of State Aid: the governor signed the bill for the FY2024 budget and increased the state aid amounts for this current fiscal year. The increase brings state aid to 87.5% of full funding. Pulaski County’s share will be an additional \$33,157.
- V. New Business
 - A. Part-Time Youth Services Job Description: Jan made a motion to approve the changes and post the new position. Kathy seconded the motion. Motion passed.

- B. Collection Inventory: Sally briefly reviewed the results of the 2023 inventory of the collection. The libraries have unexplained losses of approximately 50 – 70 items/library in each inventory that is done every 3 years.
 - C. Strategic Plan: Jan made a motion to approve the Strategic Plan for 2023-2028. Robin seconded the motion which passed with no discussion
 - D. Little Free Libraries: Sally distributed a list of current and future sites for Little Free Libraries in Pulaski County. Trustees made several suggestions for additional sites.
 - E. Evaluation of Library Director: Robert and Robin recused themselves as being too new to the Board to participate. Jan made the motion to move to closed session to discuss this staff issue, pursuant to Section 2.2-3711(A)(1) of the Code of Virginia for the purpose of employee performance review. Kathy seconded the motion which was passed. Kathy moved that the Board exit closed session with a second by Jan and approved by the Board. Jan moved that the Board certify that “to the best of each member’s knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the closed session.” Kathy seconded the motion which was passed. Trustees requested that a copy of the Director’s Job Description be brought to the next Board Meeting when the Board will complete the evaluation.
- VI. Adjournment: There being no further business, Jan moved to adjourn. Seconded by Kathy and approved.

Respectfully submitted,
Laura Walters, Vice-Chair
Sally Warburton, Recorder

Approved: November 28, 2023