

**Pulaski County Library System
Library Board of Trustees
Minutes
March 24, 2009
Pulaski Library**

Trustees Present: John Freeman, Chair, Mason Vaughan, Jr., Vice-Chair, Danny Collins, Elinor Farmer, Marva Hickman, Martha Jackson and Joe Slaughter

Staff Present: Nancy Burchett and Nancy Hudson, Interim Co-Library Directors, Sally Warburton, Children's & Youth Services, and Mia Catron, Dublin Branch Manager

Guest: Leah Leonhardt

Trustees Absent: Dr. Don Stowers

- I. **Call to Order & Welcome:** Chair John Freeman called the Pulaski County Library Board of Trustees meeting to order at 5:00 p.m. on Tuesday, March 24, 2009 at the Pulaski Library, Pulaski, Virginia. He welcomed those present to the meeting.

- II. **Approval of Minutes – February 23, 24, 26 & March 12, 2009:** The Board reviewed the minutes of February 23, 24, 26 & March 12, 2009. Chairman Freeman noted two changes on the February 24, 2009 meeting, page 2 under Fees, third sentence to "The county magistrate does require that certified letters be mailed to library patrons who have overdue books" and under FY 2010 Budget Request, next to last sentence, the word "lost" be changed to "loss". A motion was made by Elinor Farmer, seconded by Martha Jackson, to approve the minutes of February 23, 24, 26 & March 12, 2009 with noted changes suggested by Chairman Freeman. Motion was unanimously passed by Trustees present.

Chairman Freeman recognized Mia Catron of the Dublin Library and noted that Ms. Leah Leonhardt had requested to address the Board regarding the cat "Belle" at the Dublin Library.

At this time Ms. Leah Leonhardt expressed her concerns pertaining to the possible removal of the cat "Belle" from the Dublin Library. She requested the Board continue to allow the cat to remain at the Dublin Library.

Mia Catron presented the Board with a number of petitions and letters from library patrons expressing support for the cat to remain at the Dublin Library. She advised she had just found out about the cat concerns last Monday by telephone from Ms. Burchett. Also, she advised that when the cat does get on the water fountain, she promptly cleans the fountain out. Further, the cat stays away from individuals who have allergies. She requested the cat be allowed to remain at the Dublin Library.

Nancy Hudson reported she had received several complaints pertaining to the cat from individuals with allergies.

Several library board members inquired if there was a county policy relating to animals in the workplace, but staff advised they did not know if such a policy existed.

Nancy Burchett reported she had not received any complaints, but there could be some liability issues relating to the cat living at the library. She stated when she served as the county's risk management officer, and where there was a possibility of a potential liability issue, the county usually contacted the insurance carrier for advice and guidance.

Trustee Joe Slaughter stated animals are not usually allowed in the public workplace due to liability and safety issues.

A motion was then made by Elinor Farmer to table this issue until the county's liability insurance carrier could be contacted for advice and guidance on this matter. The motion was seconded by Danny Collins and it was unanimously approved by the Trustees present.

III. Library Reports: The following reports and items of note were reviewed. A copy of each report is filed with the records of this meeting at the Pulaski County Library:

- A. Expenditures** – Interim Library Co-Director, Nancy Burchett, reported that approximately 33% of library funds remained unspent as of March 17, 2009. She advised this percentage is on target with the FY 09 budget.
- B. Statistics** – Nancy Hudson noted the statistics report will reflect an increase in numbers next month due to the e-Book collections being added to the report.
- C. Dublin Library Report** – This report was reviewed by Trustees present.
- D. Technology** – This report was reviewed by Trustees present.
- E. Children's & Youth Programs Report** - This report was reviewed by Trustees present.
- F. Grant Application to Community Foundation of the NRV** - Nancy Burchett reported that library staff member, Lucy Glenn, had recently submitted a grant application to the Community Foundation of the NRV requesting \$3,666 in funding to complete the microfilm collection of the Southwest Times from September 1916-1928 and 2009.
- G. Pulaski Library Hours** – Nancy Hudson advised that a comparative report had been generated by the library circulation system indicating that 300 more check outs of books and other items, including use of computers, had occurred with the 8 a.m. opening of the Pulaski Library. Further, she recommended the Pulaski Library add an additional hour of opening after 5 p.m. on Monday evenings in order to comply with state guidelines rather

than requesting a special waiver of this requirement from the State Library. This would mean closing at 8 p.m. on Mondays, rather than 7 p.m.

A motion was then made by Martha Jackson to allow for an additional hour of opening to the public at the Pulaski Library on Monday evenings by closing at 8 p.m. rather than 7 p.m. effective April 1, 2009. The motion was seconded by Joe Slaughter and approved unanimously by the Trustees.

H. Follow-up from Previous Meeting & Other Miscellaneous Matters:

1. Computer Class Notices – Nancy Hudson advised the computer class notices were posted on the doors of the libraries and on the library web-site. Also, she reported the classes were filled through April, 2009.
2. Bilingual Books – Nancy Hudson reported the library does not have any bilingual books in the collection; however, if any were requested, they could be obtained through the inter-library loan program from another library system.
3. Food for Fines - Staff reported the Food for Fines during the month of February had been very successful and it had been continued through the month of March, 2009.
4. May 14, 2009 Chamber Business Expo – Nancy Hudson reported the library staff will be participating in the Chamber Business Expo event on May 14, 2009 at no cost to the library by partnering with the county and sharing a booth.
5. Virginia Women's History Display – Staff reported this display had been offered to the library to display, but due to the size of the display and the requirement that the display has to be on-site either at the Pulaski or Dublin Library, it was unsure at this time if the library would be able to display this.
6. Cross Training/Rotation of Staff – Staff reported that employee cross training had begun and that rotation of staff between the Pulaski and Dublin libraries would be occurring on a weekly basis in the very near future.
7. Letter of Thanks from Census Bureau – A letter of appreciation was reviewed by the library board from the Census Bureau for the use of the library meeting room recently.
8. DRS Club – Use of Library Meeting Room – Staff reported that the DRS Club (Job Club) would be using the library meeting room on a monthly basis to assist individuals with the writing of resumes and interviewing tips in obtaining employment.
9. Library Funds with Community Foundation of the NRV – The Library Trustees reviewed the annual financial activity report from the Community Foundation of the NRV pertaining to library endowment funds. The report indicated an ending balance of \$98,640 and an administrative fee of \$965 for the year 2008. The report also indicated that the long term pool has returned a loss of 30.84% for 2008. Further, the Community Foundation requested that consideration be given to using endowed fund principal to fund other rising community needs due to the current depressed economy.

Library Trustee members agreed to not allow the Community Foundation of the NRV to use library endowment funds to fund other needs of the community.

Further, per the recommendation of Nancy Burchett, the Library Board requested that the financial statements from the Community Foundation of the NRV be referred to the county finance director for review and advice on whether the funds should remain with the Foundation in the future or be placed in some other financial alternative such as a certificate of deposit.

IV. Business:

A. FY 2010 Budget Requests: Nancy Burchett reported that a new estimate on state aid had been obtained and it appeared to be approximately \$3,000 more than previously estimated. Also, she and Sally Warburton had met with Peter Huber, County Administrator, on Monday, March 23, 2009 regarding the FY 2010 library budget request. At this time Mr. Huber had reviewed his library budget recommendation with Ms. Burchett and Ms. Warburton. Mr. Huber's recommendation would reduce the library request by \$12,860. Nancy Burchett then advised that if the library's request was reduced by the \$12,860, this would result in the loss of state aid to the county. Further, this information pertaining to the loss of state aid had been communicated to Peter Huber and hopefully, the funds would be restored to the library's requested budget amount for FY 2010 by county administration.

Staff noted that April 6, 2009 was the date for budget appeals to the Board of Supervisors, and if the funds were not restored, staff would make an appeal to the Board of Supervisors at this time.

B. Naming of Multipurpose Room in Honor of Virginia Kelly McNeil:

Nancy Burchett reported that several staff members and the Friends of the Library had suggested that something be done to honor the late Virginia Kelly McNeil who had served on the Library Board for a number of years. In addition, Mrs. McNeil had spearheaded the addition to the Pulaski Library in 1984 and was instrumental in raising funds and assisting with the building of the Dublin Branch Library in 1989. She also loved the library.

A motion was made by Martha Jackson to honor Virginia Kelly McNeil by naming the multipurpose room at the Pulaski Library after Virginia Kelly McNeil with an appropriate plaque detailing the accomplishments of Virginia Kelly McNeil pertaining to the library. The motion was seconded by Elinor Farmer and was unanimously approved by the Trustees present.

Staff was requested to ask Mrs. McNeil's son, his preference on the official name of the room (whether it be Virginia Kelly McNeil or Virginia Kelly).

- C. **National Library Week** – In recognition of National Library Week, a motion was made by Joe Slaughter to adopt the following resolution. Motion was seconded by Elinor Farmer and unanimously approved by the Trustees present:

National Library Week 2009 Proclamation

WHEREAS, our nation's school, academic, public and special libraries make a difference in the lives of millions of Americans, today, more than ever;

WHEREAS, librarians are trained professionals, helping people of all ages and backgrounds find and interpret the information they need to live, learn and work in a challenging economy;

WHEREAS, libraries are part of the American Dream – places for opportunity, education, self-help and lifelong learning;

WHEREAS, library use is up nationwide among all types of library users, continuing a decade-long trend;

WHEREAS, libraries play a vital role in supporting the quality of life in their communities;

WHEREAS, libraries can help you discover a world of knowledge, both in person and online, as well as personal service and assistance in finding what you need, when you need it;

WHEREAS, libraries are a key player in the national discourse on intellectual freedom, equity of access, and narrowing the "digital divide;"

WHEREAS, libraries, librarians, library workers and supporters across America are celebrating National Library Week with The Campaign for America's Libraries.

NOW, THEREFORE, be it resolved that the Pulaski County Public Library System Board of Trustees proclaim National Library Week, April 12-18, 2009. All citizens are encouraged to visit the library this week to take advantage of the wonderful library resources available and thank their librarians and library workers for making information accessible to all who walk through the library's doors.

D. Other Issues/Concerns/Matters: - Staff noted that an invitation had been received from the School Board inviting Library Board members and staff to attend an Open House for Riverlawn Elementary School on Sunday, March 29, 2009 from 2 to 4 p.m. No other issues were discussed at this time.

V. Closed Meeting Session: Chair Freeman entertained a motion for the Library Board of Trustees to enter closed meeting session for the discussion of personnel matters in accordance with the Code of Virginia, Section 2.2-3711(A)(1). A motion was made by Elinor Farmer and seconded by Martha Jackson to enter closed meeting session to discuss personnel matters. The motion was passed unanimously by Trustees present.

Return to Open Session: Mason Vaughan, Jr. made a motion to return to open session of the meeting. Joe Slaughter seconded the motion and it was passed unanimously by Trustees present.

Certification: Mason Vaughan, Jr. made a motion to certify, in conformance with the Virginia Freedom of Information Act, that the Library Board of Trustees had convened a closed session on March 24, 2009 and that the closed session was conducted in conformance with Virginia law, and that to the best of each Trustee's knowledge only business matters lawfully exempted from open meeting requirements by Virginia law were discussed and only matters identified in the motion of closed session were heard, discussed or considered by the Library Board of Trustees. The motion was seconded by Elinor Farmer and unanimously approved by Trustees present.

VI. Adjournment: Chair Freeman entertained a motion to adjourn the Library Board of Trustees at approximately 6:35 p.m. Elinor Farmer made a motion to adjourn. The motion was seconded by Mason Vaughan, Jr. and was unanimously approved by the Trustees present.

The next scheduled meeting of the Library Board is Tuesday, April 28, 2009, 5 p.m., at the Dublin Library.

Respectfully submitted,

John Freeman, Chair

Nancy M. Burchett, Recorder

Approved: _____