

Pulaski County Library System  
Library Board of Trustees  
Minutes  
August 25, 2009  
Pulaski County Public Library

Trustees Present: John Freeman, Chair; Mason Vaughan, Jr., Vice-Chair; Danny Collins; Marva Hickman; Nancy Hudson; Martha Jackson; and Don Stowers

Staff Present: Sally Warburton, Director; Carol Smith, Technology Coordinator

Trustees Absent: Joseph Slaughter and Elinor Farmer

- I. Call to Order and Welcome: Chair John Freeman called the Pulaski County Library Board of Trustees meeting to order at 5:03 p.m. on Tuesday, August 25, 2009 at the Pulaski County Public Library in Pulaski, Virginia.
- II. Approval of Minutes – June 30, 2009: The Board reviewed the minutes of June 30, 2009. A motion was made by Dr. Stowers and seconded by Ms. Jackson to approve the minutes as written. The motion was passed by the Trustees present.
- III. Library Reports: The following reports were reviewed by the Trustees present. A copy of each report is filed with the records of this meeting at the Pulaski County Public Library.
  - A. Expenditures: Finances for 2010 were reviewed including the Budget for the Expenditure of State Aid FY 2009-2010 and the Certified Statement of Budgeted Local Operating Income and Expenditures for Fiscal Year Ending June 30, 2010, as well as a report regarding the Governor's report to the legislative committees regarding a decline in projected revenues. Diane Newby, County Finance Director, has requested that the Board of Supervisors reallocate \$300 in library funds from FY 2008-2009 to the present budget.
  - B. Statistics: In response to a question from Nancy Hudson at the June 30, 2009 meeting, Sally Warburton reported that the Story Time Attendance Statistics have been combined for the Dublin & Pulaski Branches until a new Children's Coordinator is hired. Ms. Hudson questioned the statistics for Active Patrons in Dublin in June, 2009 as this total seems inflated.
  - C. Dublin Library Report
  - D. Technology Report: Carol Smith explained the purchase of three new computers at the Dublin Branch Library with money from the Bill and Melinda Gates Foundation. Two additional machines will be purchased and also paid for with these funds for the Branch.
  - E. Director's Report
- IV. Follow-up from Previous Meeting and Other Reports:
  - A. The Library Board extends thanks and congratulations to staff: Ms. Hudson congratulated Carol Smith for her election to the Chair of the Pulaski County Wireless Authority, and passed along compliments that she had received for Lucy Glenn and Sally

Warburton. Mr. Freeman added his thanks to the staff volunteering at the Pulaski Community Partners Coalition Pool Parties for rising 6<sup>th</sup> and 9<sup>th</sup> graders: Judy Baker, Carol Smith and Sally Warburton and to Dr. Stowers for his volunteer effort with these activities.

B. Hiring for the position of Youth Services Coordinator: The interview committee has no additional updates.

C. Cat at Charles and Ona B. Free Memorial Library – Guidelines: The committee presented suggested guidelines to the Board for corrections, amendments and/or approval. Mr. Collins reported that Mr. Bryant, President of the Humane Society was concerned about the wording of Guideline #11 which reads “The Library Board will review annually the care of and protection of Belle, the library staff and the public. If the above stipulations are not met, the Library Board will relocate Belle in accordance with the original adoption agreement with the Humane Society and with no additional action needed by the Board.” His concern centered on the last sentence of that stipulation. Dr. Stowers moved that the guideline be amended to omit all but the first sentence. Mr. Collins seconded the motion. Discussion including the following comments:

Ms. Hudson: the issue has been brought up before two different Boards and we don’t want it to arise again. The Board should not have to take any further action.

Mr. Collins: we are committed to creating guidelines. In the event that the guidelines are not followed and residence must be terminated, the Board is within its rights to do so without further public review as this stipulation is written.

Dr. Stowers: if Belle has to be relocated in the future it should be reviewed by the Humane Society

Ms. Jackson: the Board has been dealing with this issue since March and it should not continue to monopolize the Board’s time

The motion was called for a vote. Those in favor of amending this statement to omit all but, “The Library board will review annually the care of and protection of Belle, the library staff and the public.” – 3; those opposed – 3; abstaining – 1. The motion did not carry and will remain as written.

Mr. Collins raised a Point of Order: May the Chair vote? The By-Laws of the Board of Trustees reads, “Proceedings of all meetings shall be governed by Robert’s Rules of Order with the exception that the Chair may vote upon and may move or second a proposal before the Board of Trustees” (Article IV; Section 2)

Sally Warburton as the Library Director raised several concerns about the guidelines as written.

Mr. Freeman recommended that a Friends of Belle group be created to be distinguished from the Friends of the Library which is an established group.

Ms. Hudson expressed concern that monies donated for the care of the cat be used only for the cat.

Mr. Collins made a motion to refer the document back to committee and add Ms. Warburton to that committee. Dr. Stowers seconded the motion. The motion was passed unanimously.

Ms. Smith reported on the four stray cats that have taken up residence outside the doors of the Pulaski Library and staff efforts to take them to the veterinarian for shots and neutering and to find homes for them.

D. Summer Reading Program: no further report

V. New Business:

A. Library Policy: the Director has been writing and updating Policy for the Library, not Personnel Policy. The Board has been given copies of a suggested Statement of Objectives which would serve as the introduction to the Policy Manual; the American Library Association's Freedom to Read, Freedom to View and the Library Bill of Rights as a possible inclusion in the Appendix; and a draft of Community Meeting Room Policy. The Board is asked to review this policy piece and be ready to make amendments and vote on it at the September meeting. As one piece is approved another will be presented for consideration.

B. Loss of library keys and 911 call: Ms. Warburton reported that a staff member's home was broken into and her purse taken. The library keys were in her purse but they were not identified in any way as library keys and look like regular house keys. Peter Huber, County Administrator, Mr. Freeman, the Dublin and Pulaski Police Departments, and the County Sheriff's Department were notified. No other action is planned. A 911 call was made in error at about 11:00 on Monday, August 17, 2009 from a phone at the Pulaski Public Library. In following-up on this it was discovered that due to the phone configuration emergency personnel respond to calls from the Pulaski Library to the School Board Offices on Washington Street. Tim Barnes, Pulaski County Schools Technology Department is looking into a possible change of address in the 911 System. Dr. Stowers will keep us informed.

VI. Closed Meeting Session: Sally Warburton requested that the Library Board of Trustees enter into a 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 Mr. Collins and seconded by Ms. Hickman to enter closed meeting session to discuss personnel matters. The motion was passed unanimously by Trustees present.

Return to Open Session: Ms. Jackson made a motion to return to open session of the meeting. Ms. Hickman seconded the motion and it was passed unanimously by Trustees present.

Certification: Dr. Stowers 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 August 25, 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 Mr. Vaughan and unanimously approved by Trustees present.

VII. Adjournment: Chair Freeman entertained a motion to adjourn the Library Board of Trustees at approximately 6:30 p.m. Mr. Collins moved to adjourn. Dr. Stowers seconded the motion. The motion was unanimously approved by the Trustees present.

The next scheduled meeting of the Library Board is Tuesday, September 29, 2009 at 5:00 p.m. at the Charles and Ona B. Free Memorial Library in Dublin, Virginia.

Respectfully submitted,  
John Freeman, Chair  
Sally Warburton, Recorder

Approved: \_\_\_\_\_