

Pulaski County Library System
Board of Trustees Meeting
Minutes
April 30, 2013
Charles and Ona B. Free Memorial Library

Trustees Present: John Freeman, Martha Jackson, Parks Lanier, Jr., Nancy Hudson

Trustees Absent: Joseph Slaughter, Laura Walters, Margaret Spradlin, Thomas Brewster

Staff Present: Carol Smith, Sally Warburton

- I. Call to Order and Welcome: John Freeman called the meeting to order at 4:30 pm on Tuesday April 30, 2013 at the Charles and Ona B. Free Memorial Library.
- II. Approval of Minutes: Martha Jackson moved to accept the minutes of March 26, 2013 as written. Nancy Hudson seconded the motion and it was passed.
- III. Library Reports: The following reports were reviewed by the Trustees present and a copy of each is filed with the record of this meeting at the Pulaski County Library.
 - A. Expenditures: Nancy Hudson asked about the "Education Tuition Assistance" and the "Travel, Convention & Education" line items. Sally Warburton explained that the Tuition Assistance is being given to employee Justine Burcham to help with the tuition for her Masters in Library Science Degree. This money is given by the county to staff who are continuing their education in something that will help them in their position and is in addition to the library budget. The "Travel, Convention & Education" money is a budgeted expense and pays for workshops and classes for staff in continuing education to stay current in their positions.
 - B. Statistics: Sally distributed a comparison of statistics for FY 2011/12 and FY 2012/13 showing that the library is increasing in visits to the library as well as circulation.
 - C. Director: In addition to the Director's Report, Sally distributed information from the Library of Virginia for Free Online Trustee Tutorials. John Freeman questioned the reported decrease in Common Government Funds from FY 2011 to FY 2012. Sally Warburton has received the information from Diane Newby, Finance Director, and forwarded it to the Library of Virginia that there was a savings to the county due to how the county is being billed for cleaning the buildings. In an email Ms. Newby reported, "The biggest change between FY `11 and FY `12 was a change in how the Cleaning Services are allocated out. It used to be based on the estimated salary of the person/persons that cleaned at your location. During the FY `12 Cost Allocation Plan, Maximus changed how they were allocating out those costs for the Cleaning Service Department. It is now based on the square footage of your building locations which caused a decrease of \$12,733 between the two years which is the majority of the change..."
 - D. Dublin Branch

- E. Technology
 - F. Youth Services: Addition to report: The RIF books from previous years have been distributed to the elementary schools. The last school to receive its books is Snowville Elementary which are being boxed and delivered at this time.
- IV. Follow-up from Previous Meeting and Other Reports:
- A. Community Foundation Endowment: The contract with the Community Foundation to transfer funds from the Pulaski Foundation into an Endowment Fund has been prepared and is ready for Laura Walters' as Chair of the Library Board, signature. This will be completed as soon as possible.
 - B. Security Cameras: Carol Smith reported that the equipment has been ordered. Placement of the cameras and installation at both libraries will progress when the equipment arrives. These are high resolution cameras that were approved by Tim Barnes that are motion activated and have the capability of being viewed online from a remote location. John Freeman, speaking for the Board, thanked Carol for her hard work and the important role she played in accomplishing this.
 - C. New Trustee Appointment: No action taken by Board of Supervisors. Martha Jackson expressed her opinion of the importance of this appointment so meetings could progress with a quorum present.
- V. New Business
- A. Job Descriptions: Two job descriptions for Youth Services Coordinator and Outreach/Youth Services Assistant were presented for board approval. The board discussed the addition of drug testing and background check prior to hiring these positions. Sally Warburton will contact Robert Hiss, Assistant County Administrator, about this matter and report back to board at the May meeting.
 - B. Strategic Plan 2013 – 2017: Board was asked for input.
 - C. Staff Work Day: Sally asked the board for permission to close the libraries to the public one day for a staff day for team building, in-service discussions, and cleaning of staff spaces. Martha Jackson so moved, Parks Lanier seconded the motion and it was passed by the board.
- VI. Adjournment: Sally distributed small tokens of appreciation to the Trustees present for National Volunteer Week in gratitude for their services to the Library. There being no further business, Nancy Hudson moved to adjourn at 5:10 pm. The motion was seconded by Martha Jackson and the motion carried.

Respectfully submitted,
John Freeman, Vice-Chair
Sally Warburton, Recorder

Approved: May 28, 2013