

Pulaski County Library System
Board of Trustees Meeting
Minutes
May 28, 2013
Pulaski County Library

Trustees Present: Nancy Hudson, Parks Lanier, Jr., Joseph Slaughter, Laura Walters, Chair

Trustees Absent: Martha Jackson, John Freeman, Margaret Spradlin, Thomas Brewster

Staff Present: Carol Smith, Sally Warburton

- I. Call to Order and Welcome: Laura Walters called the meeting to order on Tuesday, May 28, 2013 at the Pulaski County Library.
- II. Approval of Minutes: Parks Lanier moved that the minutes of April 30, 2013 be approved as written. Joseph Slaughter 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
 - B. Statistics
 - C. Director
 - D. Dublin Branch: No report
 - E. Technology
 - F. Youth Services
- IV. Follow-up from Previous Meeting and Other Reports:
 - A. Community Foundation Endowment: The contract with the Community Foundation of the NRV to create an endowment named, The Pulaski County Library System Endowment, with an initial investment of \$10,000 from Mr. Frank Flippin in memory of his mother, Mrs. Ethel Flippin, was signed by Laura Walters and returned to the Community Foundation on March 28, 2013. In agreement with Mr. Flippin, the payout of this fund will be used for children's programming in Mrs. Flippin's name. Sally Warburton sent this information to the Virginia Department of Taxation in order to be included in the 2013 Public Library Foundation list to be eligible for contributions in the 2013 Virginia income tax instructions. Via an email from Jessica Wirgau, Executive Director of the Community Foundation of the New River Valley, "...the CFNRV is classified as a 501c3 and that status extends to all the funds we hold so that any gift made to either your Endowment or to your other fund supporting Pulaski Library is tax-deductible to the fullest extent of the law."
 - B. Security Cameras: Carol Smith reported that the cameras will be installed at both libraries next week. As they are being installed, she will be able to view the exact placement on a monitor to ensure the best placement of the cameras. The software is on a server which will enable the record to be viewed online. The cameras are activated

with motion sensors, and approximately 2 – 3 weeks of recording will be kept before it starts to record over. The record may be downloaded to discs or a device.

- C. New Trustee Appointment: The Board of Supervisors requested additional information concerning appropriate districts from which the new trustee can be appointed. Sally let them know that all districts are represented but Cloyd has 3 representatives at this time. It will be placed on the next Board of Supervisors agenda.
 - D. Job Descriptions: The job descriptions for Youth Services Coordinator and Outreach Youth Services Assistant were changed to add the requirements that both employees must be able to pass a drug test and background check. Nancy Hudson moved that the descriptions be approved with these additions. Parks Lanier, Jr. seconded the motion and it passed.
 - E. Strategic Plan 2013 – 2017: A copy of the County's 4 Year Plan was distributed to Trustees to peruse and determine if there are any additions to the Library System 5 Year Plan could be made to support the County Plan. Item was tabled for a vote in June.
- V. New Business
- A. Application for State Aid Grant FY 2014: The application was signed by Sally and Laura and sent to the State Library on May 7, 2013.
 - B. Funds for the Dublin Cat: There is now \$203.05 in Belle's fund. This money is kept at the Charles and Ona B. Free Memorial Library. A staff member raised the question of opening a bank account. Trustees agreed that this was not necessary.
- VI. Adjournment: There being no further business, Joseph Slaughter's motion to adjourn was seconded by Nancy Hudson and passed by those present.

Respectfully submitted,
Laura Walters, Chair
Sally Warburton, Recorder

Approved: June 25, 2013