

Pulaski County Library System  
Board of Trustees Meeting  
Minutes  
February 25, 2014  
Charles and Ona B. Free Memorial Library

Trustees Present: Margaret Spradlin; Martha Jackson; Parks Lanier, Jr.; Nancy Hudson; Robert Bopp; Hattie Haulsee; John Freeman, Chair

Trustees Absent: Laura Walters; Thomas Brewster

Staff Present: Carol Smith; Sally Warburton

- I. Call to Order and Welcome: John Freeman called the meeting to order on Tuesday February 25, 2014 at 4:30 pm at the Charles and Ona B. Free Memorial Library and welcomed new trustee, Robert Bopp.
- II. Approval of Minutes: After a review of the minutes of the meeting held on November 26, 2013, John Freeman asked for a motion to approve the minutes. Margaret so moved and Nancy seconded the motion. It was approved by all present. There being no minutes from January 28, 2014 due to the meeting being cancelled.
- 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: Sally let the board know that the State Library feels that there will be an increase in State Aid in fiscal year 2014/2015, but no amount is known at this time.
  - B. Statistics: The board asked about the continuing effort to discard old books. The major project has been completed but it is a continuing part of maintaining the collection. According to the Collection Development Policy, "The withdrawal of materials from the collection is an ongoing process by which materials that are worn, damaged, outdated, duplicated, inaccurate, or no longer used may be removed. A careful study of each book should be made, taking these issues into account. Generally, recommended titles that are still accurate will not be discarded, or will be replaced when they become worn or damaged."
  - C. Director
  - D. Dublin Branch
  - E. Youth Services
  - F. Technology: The Board asked about the equipment that was provided by the school system for the teaching of computer classes. Carol explained that the system has become outdated in the 12 years since purchase and is being evaluated as to whether or not to replace it as it would be quite costly and the library is providing fewer classes of this type for the public because other groups in the community are filling this need.

Nancy took this opportunity to compliment Carol on the ease of use of the library website and Lucy Glenn for her research skills in providing information to Nancy.

IV. Follow-up to Previous meetings and Other Reports:

- A. Give Big NRV: Sally updated the Board on this effort of the Community Foundation of the NRV to help nonprofits raise money. The library will be a part of this program via the 2 accounts that the library has with the Community Foundation but there will not be a direct account for donations due to there being no account with the County to deposit the donations and withdraw processing fees.
- B. Annual Disclosure Statements: Thank you to the Trustees for providing this information to the county for the annual audit. All forms are now completed.
- C. Director's Evaluation: Due to the county extending the due date to November, 2014, this will be tabled until the fall.

V. New Business

- A. Capital Improvement Listing: The list of items was circulated.
- B. Budget: The budget for 2014/2015 has been completed and sent to county administration for review by the Board of Supervisors.
- C. Burst Pipe in Storage Building: There was water damage in our storage building on Third Street. About 6 boxes of the Conway Smith books were ruined. The books have been moved to the County Administration Building for safe keeping.
- D. E-Stub Enrollment: The County is moving away from paper pay stubs for all employees. The library system has offered to help any employees access their online accounts.
- E. Invitation to Volunteer Event: The Chamber of Commerce has invited volunteers in the county to a showing of a movie at the Pulaski Theater. The invitation was extended to all trustees.

VI. Adjournment: There being no further business, Martha moved to adjourn the meeting at 5:05. Hattie seconded the motion and it was passed unanimously.

Respectfully submitted,  
John Freeman, Chair  
Sally Warburton, Recorder

Approved: April 29, 2014