

Pulaski County Library System
Library Board of Trustees
Minutes
June 30, 2009
Charles and Ona B. Free Memorial Library

Trustees Present: John Freeman, Chair; Danny Collins; Elinor Farmer; Marva Hickman; Nancy Hudson; Martha Jackson; and Don Stowers

Staff Present: Sally Warburton, Director

Trustees Absent: Joseph Slaughter and Mason Vaughan, Jr.

- I. Call to Order and Welcome: Chair John Freeman called the Pulaski County Library Board of Trustees meeting to order at 5:00 p.m. on Tuesday, June 30, 2009 at the Charles and Ona B. Free Memorial Library in Dublin, Virginia.
- II. Approval of Minutes – May 26, 2009: The Board reviewed the minutes of May 26, 2009. A motion was made by Dr. Stowers and seconded by Ms. Farmer 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 Library.
 - A. Expenditures: Finances and a list of end-of-year expenditures were reviewed as well as state aid for Fiscal Year 2009-10. Dr. Stowers reported that state aid will probably be reduced by 5%, 10% or 15% later this year.
 - B. Statistics: Ms. Farmer noted that the preschool story time attendance has not been noted on the report for April or May of 2009. This will be corrected in future reports.
 - C. Dublin Library Report
 - D. Library Director's Report
- IV. Follow-up from Previous Meeting and Other Reports:
 - A. Belle the cat: Mr. Freeman reported that he has had only favorable responses since the vote last month to allow Belle to remain at the Dublin Library. He suggested that the Board create a committee to include Mr. Bryant from the Humane Society and a Dublin Library Staff Member to review the suggestions for guidelines for the protection of Belle and the public. Sally Warburton reported that the list of suggestions was suggested by several board members with input from cat owners and the Humane Society website.
Ms. Jackson stated that the guidelines must show that there is no "gross" or "willful" negligence for insurance purposes.

Both Ms. Jackson and Ms. Farmer reported feeling intimidated by the attitude of those wanting to keep the cat at the library and wanted to ensure that this problem does not reoccur.

Mr. Collins asked that the safeguards as worked out by the committee be presented to the Library Board at the August, 2009 meeting for review.

The committee will be composed of Ms. Farmer, Dr. Stowers, Courtney Price (library employee) and Mr. Bryant (President of the Pulaski County Humane Society).

- B. The position of Bookkeeper/Acquisitions Clerk has been filled. Regina Dickenson will begin work on July 1, 2009.
- C. Youth Services Coordinator: Sally Warburton reported that over 40 applications have been received for this vacancy. She asked if Nancy Hudson and/or Elinor Farmer as retired librarians would be willing to help with the hiring process by reviewing applications and interviews. Both graciously accepted.
- D. Remaining open for minor holidays: Peter Huber, County Administrator, suggested in an email that if the library stays open for holidays to better serve the citizens of Pulaski County that “personnel policy says the following regarding working on holidays.....My suggestion is to consider granting comp time but giving credit for 1.5 hours worked. In this way, you should be able to be open on holidays through employees volunteering to work rather than being required to do so since they would earn an extra half day off in the process.” Robert Hiss, Assistant County Administrator, stated in an email that Norma Spence who takes care of time sheets and the payroll would not be “thrilled about having a different policy for a particular department for her to be aware and keep track of.” The granting of comp time for the day off would be consistent with county policy. But, library policy requires that library staff not accrue comp time but adjust hours to ensure that only 40 hours per week be worked. (see minutes May, 2003) No action was taken.
- E. Reading Is Fundamental Grant Application (RIF): in order to receive RIF Federal Grant money, the schools receiving the books must have 50% of the students eligible for Free and Reduced Lunches. The percentage of F&R Lunch eligibility at this time is 51% as reported by Frances Sutphin, Supervisor of the School Nutrition Program, and averaged by the RIF website application process. In 2010, the required percentage to obtain federal grant money will rise to 55%. Below are the percentages as of May 31, 2009:
 - Critzer: 60.68%
 - Dublin: 47.27%
 - Newbern: 36.84%
 - Pulaski: 56.86%

Riverlawn: 40.92%

Snowville: 32.99%

Head Start: 100%

Nancy Hudson requested that the library allow library staff to distribute the books at each of the sites in order to maintain a public library presence in the schools and further encourage public library usage among the students. This will be discussed with the new Children's Services employee and the school media personnel.

- F. Friends of the Library Report: The Friends are planning to hang a plaque and host a reception to name the conference room at the Pulaski Library for Virginia Kelly McNeil. They have suggested that the plaque be hung in the back foyer of the library to make it more visible to the public.
 - G. Summer Reading Program: Wal-Mart and Target have given grant monies to the library for the children's program. Pulaski Community Partners Coalition also has donated \$400 for the prizes for the teens. Wendy's, Shoney's and Randolph Park Swimming Pool have donated prizes, also.
 - H. Strategic Plan: The 5 year, Strategic Plan was reviewed by the trustees present. Ms. Hudson made several suggestions for changes of wording. Mr. Collins moved that the plan be adopted with these changes. Ms. Morgan seconded the motion and the vote was unanimous.
- V. New Business: There being no new business
- VI. Adjournment: Chair Freeman entertained a motion to adjourn the Library Board of Trustees at approximately 6:15 p.m. Ms. Jackson moved to adjourn. The motion was seconded by Ms Farmer and was unanimously approved by the trustees present.

The next scheduled meeting of the Library Board is Tuesday, August 25, 2009 at 5:00 p.m. at the Pulaski Public Library.

Respectfully submitted,
John Freeman, Chair
Sally Warburton, Recorder

Approved: _____