

**Pulaski County Library System  
Library Board of Trustees**

**Minutes**

**December 9, 2008**

**Free Memorial Library, Dublin**

**Present:**           **Trustees:**       Judy Barr, Elinor Farmer, John Freeman, Martha Jackson, Mason Vaughan, Marva Hickman,

**Staff:**             Dot Ogburn

**Guests:**          Nancy Burchett, Nancy Hudson

**Absent:**           **Trustees:**       Danny Collins, Don Stowers, Phillip Baker

**I. Call to Order:** Chair John Freeman called the Pulaski County Library Board of Trustees to order at 5:00 PM on Tuesday, December 9, 2008 at the Free Memorial Library, Dublin for a called meeting as the Library Board does not generally meet in the month of December due to the holiday schedule. This is the last meeting with Director Dot Ogburn as she retires effective January 1, 2009.

**II. Minutes:** Chair Freeman entertained the motion to dispense with the reading of the minutes as members received the minutes in their board packet and to approve the minutes as presented. Trustee Elinor Farmer made the motion to approve the minutes of the November 24, 2008 Board meeting as presented. Trustee Judy Barr seconded the motion. The minutes of November 24, 2008 were approved unanimously by those trustees present.

**III. Library Statistical and Financial Reports:** There were no reports for this meeting as the last meeting was held on November 24, 2008; therefore the reports will not be available until the end of December 2008.

**IV. Library Reports:** Director Dot Ogburn reported the following:

**A. Director's:**

**1. Bibliostat:** The annual report to the State Library is being prepared and sent to the State Library. The certified financial statement is being prepared by the County Finance Director and will be forwarded to the State Library when it is received. Director Ogburn reported in collecting the data for the report that the circulation data for July 1, 2007 to June 30, 2008 was up compared to the previous year, but the program attendance for library programs was down during the same period compared to the previous year. Obviously the economy was having an affect—having a tight library budget and the high gas prices in the community affected the program attendance. Traditionally when economic times are bad for citizens, they turned to the public library for their information and reading materials which appears to be holding true in Pulaski County during this time of uncertainty with the economy.

**2. State Library:** Director Ogburn reported that the State Librarian, Sandy Treadway sent to all libraries an editorial that was written by State Library Board Trustee, Chip Woodrum of Roanoke in response to recommendations that were made to the City of Petersburg by Berkshire Advisors to get out of the business of libraries. Mr. Woodrum pointed out that in 1809 that Thomas Jefferson pointed out to John Wyche that an informed citizenry is the basis of government and that “nothing would do more extensive good at small expense than the establishment of a small circulating library in every county, to consist of a few well-chosen books, to be lent to the people of the country under regulations as would secure their safe return in due time.” Mr. Woodrum went on to state that libraries serve citizens in ways that even

Thomas Jefferson could not imagine. Mr. Woodrum pointed out that libraries are seeing an increase in visitation and usage due to the throes of a recession. Libraries provide assistance with job searches, resume writing, completing online applications, researching business opportunities and loans, etc. Libraries provide safe havens for children provide programs for adults as well as children; teach information literacy and provided opportunities for life-long learning, self-improvement and fosters critical thinking by citizenry. Mr. Woodrum concluded his editorial reply by stating libraries are essential to democracy, to our educational system and to our society. Libraries serve as an equalizer in giving citizens free access to not just books and ideas presented therein, but to the vast resources of the Internet. Mr. Woodrum hopes the unfortunately mistaken and misinformed recommendation to the City of Petersburg will be firmly rejected as libraries are very much a core government service. A copy of the email was distributed for viewing.

3. **Status of State and Local Budgets:** There is no news currently from the state or county levels in anticipation of the potential/possible budget cuts due to the revenue shortfalls being experienced. The Governor has made proposed cuts to the current budget, but how this will affect the various state departments and how it will filter down to the local levels is uncertain at this time. Director Ogburn stated the General Assembly will be back in session at the end of January. She reminded that the legislative agenda of the State Library and the Virginia Library Association (VLA) along with the Virginia Public Library Directors Association (VPLDA) is to maintain the current level of state aid funding for libraries and for now to leave the funding requests for Find-It Virginia databases under the LSTA (Library Services Technology Act)—federal) funds. All Trustees, members of the Friends of the Library and supportive citizens are being encouraged to write their elected officials as to why libraries are important to them and their communities.
4. **Memorial Books:** Director Ogburn presented five books that she selected for the memorial books from the Library Board of Trustees in memory of her sister who passed away in August 2008. Director Ogburn thanked the members of the Library Board for their thoughtfulness and support during this time for her family with this memorial gift. The books are now available in the Library's collection for patron use.

- V. **Closed Session:** Chair Freeman entertained the motion to go into closed session to discuss a personnel issue. Trustee Judy Barr made the motion to go into Closed Session to discuss a personnel issue. Trustee Marva Hickman seconded the motion which was approved unanimously by those Trustees present. The Library Board went into Closed Session at 5:30 PM. The motion was made pursuant to the Virginia Code, Section 2.2-3711(A)(1) for discussion of personnel matters.

**Return to Open Session:** Trustee Elinor Farmer made the motion for the Library Board to return to open session of the Library Board meeting at 5:55 PM. The motion was seconded by Trustee Marva Hickman and all Trustees present voted in the affirmative to return to Open Session.

Trustee Marva Hickman certified in conformance with the Virginia Freedom of Information Act that the Library Board of Trustees convened the closed session on December 9, 2008 and that it was conducted in conformity with Virginia law 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 for closed session were heard, discussed or considered by the Library Board of Trustees. This confirmation motion was seconded by Trustee Elinor Farmer and carried in the affirmative unanimously by all Trustees present.

VI. **Business:**

A. **Appointment of Interim Directors:** Chair Freeman entertained the motion to appoint Ms. Nancy Burchett and Ms. Nancy Hudson as interim co-directors during the transition period after Director Ogburn retires until a new library director is appointed by the Library Board. Trustee

Elinor Farmer made the motion to appoint Ms. Burchett and Ms. Hudson as interim library directors at the salary of \$25.00/hour for a forty (40) hour work week to be shared by Ms. Burchett and Ms. Hudson. They will determine the breakdown of the administrative duties that will begin on January 5, 2009 until the library director position is filled. Trustee Martha Jackson seconded the motion. The appointment of interim library directors was approved unanimously by the Library Trustees present.

**B. Selection Committee Report:** Chair Freeman, as Selection Committee Chair, gave a report from the Committee. The Committee has been selected and eight members in the community have been asked to serve since at the time of the initial formation of the Committee, the Library Board consisted of only six members due to the resignations of two trustees and one trustee not fulfilling her appointment. The Selection Committee members are composed of two former library board members, an area library director, a local businessman, a library system staff member, a human resource officer from a local business and a county government representative along with the Library Board chair.

Chair Freeman reported that as of December 1, 2008 twelve (12) applications have been received that included local area applicants as well as out-of-state applicants. The Committee will begin reviewing the applications at their meeting on December 18, 2008 at 3 PM at the Dublin Library. He stated the Committee has begun determining interview questions and the procedures for the interviews. There will initially be a telephone interview to narrow the field of candidates to the finalists. Interviews will be set in January and hopefully a new director can be hired by the first of March 2009.

Chair Freeman reported that the County Administrator has relayed his dismay along with the dismay of the Pulaski County Board of Supervisors that the Library Board of Trustees is not taking an active part in this search for a library director. Chair Freeman encouraged Library Board members who can attend the December 18<sup>th</sup> meeting of the Library Director Search Committee to please do so. He stated that Library Trustees will need to be a part of the interview of the finalists and to assist with taking the finalist candidates to lunch or dinner and on a tour of the community.

**C. Personnel Manual Review:** Director Ogburn distributed the second draft of the Library Personnel Manual from SESCO based on the review of the first draft by Director Ogburn and the Assistant County Administrator who is working on a draft of the county personnel manual. Director Ogburn reviewed the comments and changes made to the original draft. The second draft is based on the County's personnel policies, the state and federal labor laws and library specific policies/procedures.

By consensus of Trustees present, a Library Personnel Manual Committee has been appointed to review this draft in preparation for approval by the Library Board at its January 2009 meeting. The Committee members are Trustees Martha Jackson and John Freeman and Interim Directors Nancy Burchett and Nancy Hudson. The Committee will meet on Thursday, January 15, 2009 at 9:00 AM at the Dublin Library. Director Ogburn will notify the SESCO consultant, Brenda Wampler who is working on this draft with the Library System.

## **VI. Issues/Concerns/Announcements:**

- A. Friends of the Library Author Fair:** The Friends will be having their second annual authors fair featuring local authors and their works on Saturday, December 13<sup>th</sup> from 10 AM-2 PM at the Pulaski Library. This will be a good opportunity to purchase books for holiday gifts.
- B. Thank You:** Chair Freeman thanked Trustee Judy Barr for her service on the Library Board for two terms and wished her the best as she leaves the Library Board.
- C. Library Reception:** Chair Freeman announced the Library Board along with the Friends the Library will be having a reception for Director Ogburn on Wednesday, December 17<sup>th</sup> from 4-6 PM at the Pulaski Library.

**VI. Adjournment:** Chair Freeman entertained the motion to adjourn the Library Board of Trustees at 6:08 PM. Trustee Judy Barr made the motion to adjourn that was seconded by Trustee Marva Hickman. The motion to adjourn was approved unanimously.

Approved 1/27/2009