

**Minutes
of the
Mecklenburg County Public Library (MCPL) Trustees Special Called Meeting
March 14, 2016 - 2:00 pm
Boydton Public Library (BPL)/HQ facility – 1294 Jefferson Street, Boydton, Virginia**

Present: Jane Lipscomb, Vice Chairperson Jackie Lilly, Secretary Hilda Puryear,
Director Leigh Lambert, Butler Memorial Library Branch Supervisor Joyce Parcell-Greene

Parcell-Greene left after offering input during the portion of the meeting about Butler Memorial Library's Sundays + Solo Coverage.

Absent: Leonard Elam, Chairperson Vin Montgomery

I. Call to Order

Vice Chairperson Lilly called the meeting to order at approximately 2:00 pm.

II. Approval of January 20, 2016 Minutes

On a motion by Lipscomb, seconded by Puryear, the minutes were approved as presented.

III. New Business (moved up on the agenda because Joyce Parcell-Greene from Butler Memorial Library was present for input)

A. Butler Memorial Library: Sundays + Solo Coverage

Lambert and Parcell-Greene reviewed with trustees the Butler Memorial Library Sunday activity statistics, the following pertinent information:

- Patron count averaged 36 for Sundays in calendar year 2015.
- Butler is open Tuesday and Thursday nights until 8:00 pm.
- Butler is currently short-staffed.
- It is challenging to find workers, willing to give up their Sunday afternoons; the offer of minimum wage to potential new part-time hires compounds this challenge.
- County Administrator Wayne Carter has voiced concerns about safety issues at Butler related to solo coverage.
- With the recent focus of trustees on no solo coverage, Parcell-Greene has not yet been able to secure two workers to cover Sundays.

- Starting in April, Parcell-Greene and Lambert will attempt to have dual coverage at both Butler and Boynton libraries on Saturdays. Dual coverage is already in place at other sites.
- Parcell-Greene is currently considering a teenaged female for hire if she is of age to obtain a working permit; this could possibly ease the dual coverage situation at Butler.

After hearing of the coverage and safety issues at Butler, Lipscomb moved that Butler start closing on Sundays, beginning the first Sunday in May. The motion was seconded by Lilly and passed. Notices will be posted very soon.

IV. Old/Unfinished Business

A. Financial Reports

With 66.7% of the fiscal year completed, Lambert reported the following information:

- 90% of budgeted funds received
- 64% of budgeted funds spent
- 69% of fines/fees received
(Patrons may appreciate a fines amnesty week during National Library Week)
- 64% of personnel line item spent
- 55% of budgeted part-time personnel wages expended
(RTAL closure helped this expenditure)
- 70% of library materials line item spent
- 11% of equipment line item spent (some purchases currently in progress)
- 74% of computer services line item spent

B. FY 17 Budget

Lipscomb moved approval of the proposed projected budget. Puryear seconded the motion which was approved.

C. Salary Study: Revised Job Descriptions

Lambert informed trustees of the County's plan to have an outside consultant conduct a salary study of library employees. The study involves job descriptions. She presented trustees with a revised job description compilation. It includes only currently funded positions and spans one sheet per description. Upon a motion by Puryear, seconded by Lipscomb, the trustees approved the revised job descriptions.

D. R.T. Arnold Library: Remodeling, Re-opening, + Coffee Area/Machine Conditions

Lambert reported that R.T. Arnold Library remains closed. The processes of remodeling, painting, and carpeting have gone slower than anticipated. The projected reopening date is March 25, 2016. The library lobby was open as a new polling place for the Presidential Primary on March 1. Lambert has considered First Choice Coffee out of Kenbridge as a potential vendor to meet the needed operational and cost conditions for the possible installation of a coffee vending machine into the library's new glassed-in room.

V. Citizens Comments

None

VI. Board Member Matters

None

VII. Review Meeting's Action Items

Lambert reviewed the following action items:

- She will provide National Library Week (April 10-16, 2016) information to local newspapers.
- She will provide fines forgiveness (amnesty) signs for libraries.
- She will assist in creating an announcement for the re-opening of R.T. Arnold Library.
- She will assist in providing Butler Memorial Library with signage about closing on Sundays.
- She will submit the approved FY 17 budget proposal with a cover letter to Wayne Carter, County Administrator.

VIII. Adjournment (next regular meeting reminder)

Lilly adjourned the meeting at 3:00 pm with a reminder that the next regular meeting is scheduled for April 20, 2016, at 2:00 pm at Boydton Public Library/HQ. (*Note: This meeting was subsequently scheduled for April 19, 2016, at 2:00pm at Boydton Public Library/HQ.*)

Signature Hilda Puryear
Hilda Puryear, Secretary

Date 4/19/2016

Signature Jackie Lilly
Jackie Lilly, Vice Chairperson

Date 4/19/2016