

**Minutes  
of the  
Mecklenburg County Public Library (MCPL) Trustees  
April 19, 2016 - 2:00 pm  
Boydton Public Library (BPL)/HQ facility – 1294 Jefferson Street, Boydton, Virginia**

Present: Trustees Leonard Elam, Vice Chairman Jackie Lilly, Chairman Vin Montgomery, Secretary Hilda Puryear, & Library Director Leigh Lambert; Absent: Jane Lipscomb; Attending Personnel Session: County Administrator Wayne Carter & Assistant County Administrator Judy Sheffield

**I. Call to Order**

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

**II. Approval of March 14, 2016 Minutes**

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

**III. Director's Report**

**A. General Progress Report**

Lambert presented MCPL Director's Report and highlighted pertinent items.

- She met with Sandra Boswell, instructional coordinator for Mecklenburg County Public Schools, to discuss school/library partnership.
- She announced that Faye Matthews has joined the MCPL foundation and will help with marketing.
- R.T. Arnold Library remodeling is completed and library is very colorful and attractive. With Sheffield's approval, some surplus property at RTAL was given to other facilities.
- The amnesty plan for fine forgiveness has been postponed.
- Future plans include evaluating library employees in conjunction with the county's performance evaluation process.
- She reminded trustees that per Library of VA's *Trustee Handbook*, the board of trustees needs to do a self-evaluation in July.
- She announced that Ron Clary has joined the staff at Butler Memorial Library.
- A new trustee representing the Clarksville area needs to be appointed by the Board of Supervisors.
- Libraries will be closed the weekends of Memorial Day and Labor Day.

**B. Circulation Report**

- Lambert shared circulation mini stats year-to-date through March 2016.
- Lambert shared the good news of increased circulation at Boydton, Clarksville, and Chase City compared to last year. It is down in South Hill, reflecting closure for remodeling. She will share full stats in July.

- Lambert is considering MCPL's joining a local OverDrive consortium for more e-books.

#### **C. Technology Report**

- Lambert noted that freelance IT consultant Randy Schultz now works more often remotely and this has reduced the cost of his recent bills.
- Staff continues to research a tool for tracking Wi-Fi usage.
- NexLink 's motherboards have been troublesome. Shultz is helping with problem.
- Shultz needs to check bandwidth at RTAL.

#### **D. Financial Reports**

- Lambert noted that MCPL has received approximately 91% of the budgeted income and spent approximately 71% of budgeted expenses. Staff is wrapping up purchases for the year with a focus on equipment. This may include four PC's and some color printers.
- Branches used some of their funds to purchase lecterns and some carpeting.
- Lambert noted that Lunenburg had been invoiced for its portion of Southside Regional Library's residual costs—ex.) final SRL audit.

### **IV. Old/Unfinished Business**

#### **A. FY 17 Budget**

- MCPL should receive an additional \$7, 167 in state aid for FY 17. The MCPL FY 17 Budget submitted to Carter on March 14, 2016 reflects a lower initial estimate. Lambert will notify Carter & Sheffield about this increase.
- Trustees directed Lambert to send each town a letter, rescinding the request for additional funding for FY 17 to offset the former state aid reduction estimate.

#### **B. R.T. Arnold Library: Coffee Area/Machine Conditions**

- Vendor Aramark is under consideration for a premium brand vending machine.
- Having a machine with a card reader (credit, debit) is essential.
- A cost conditions agreement will be signed by the donor.

#### **C. Color Printouts Fee**

Currently, there is no official color printout/copy fee. At least one location (Boydton) wants to officially offer color printouts. Lambert suggested \$0.50 per sheet for color. She wants trustees to vote on this in July. For comparison: The black & white printout/copy fee is \$0.20 per sheet.

### **V. New Business**

#### **A. Boydton Public Library: Saturdays + Solo Coverage**

- Lambert provided stats of Boydton Public Library usage for last 50 Saturdays and noted the lack of activity. Nine of the 50 Saturdays showed 0 activity.
- Montgomery moved that beginning with the first Saturday of June 2016, the Boydton Public Library would be closed. Elam seconded the motion which passed unanimously.

**B. Mecklenburg County Personnel Policies Manual**

On a motion by Lilly, seconded by Elam, the trustees approved the Mecklenburg County *Personnel Policies Manual*.

**VI. Citizens' Comments**

None

**VII. Board Member Matters**

- Lambert and trustees thanked Lilly for her service. Lilly's term ends on June 30.
- Lambert reminded trustees that she is seeking an interested person to fill Lilly's seat.

**VIII. Review Meeting's Action Items**

- Montgomery signed FY 17 state aid application.
- Lambert will notify Carter & Sheffield about the latest FY 17 state aid figure.
- Lambert will notify towns in county, updating MCPL's FY 17 fund requests.
- Lambert will ask Schultz to check bandwidth to RTAL.
- Trustees plan to approve the \$0.50 per page color print fee in July.
- Trustees anticipate receiving their self-evaluation form in July.
- Lambert will notify Lipscomb about the decision to close Boydton PL on Saturdays.

**IX. Closed Session**

Soon after the arrival of Carter and Sheffield, Montgomery asked for a motion to go into closed session pursuant to Code of Virginia 2.2 – 3711A1. Puryear made the motion, seconded by Lilly, which passed.

At the end of the personnel session, on a motion by Elam, seconded by Lilly, and unanimously approved, the closed session ended. Each trustee certified that only personnel issues were discussed in closed session.

**X. Adjournment (next regular meeting reminder)**

- Montgomery reminded trustees that the next meeting will be held at 2:00 pm on July 20, 2016, at Boydton Public Library/HQ.
- On a motion by Lilly, seconded by Elam, Montgomery declared the meeting adjourned at 3:25 pm.

Signature Hilda J. Puryear  
Hilda Puryear, Secretary

Date 7/20/2016

Signature Vin Montgomery  
Vin Montgomery, Chairperson

Date 7/20/2016