

**Minutes  
of the  
Mecklenburg County Public Library (MCPL) Board of Trustees  
July 20, 2016 - 2:15 pm  
Boydton Public Library (BPL)/HQ facility – 1294 Jefferson Street, Boydton, Virginia**

Present: Ramona Field, Jane Lipscomb, Chairman Vin Montgomery, Secretary Hilda Puryear, Director Leigh Lambert, retired trustee Jackie Lilly, and Burnett Library & Learning Center's Branch Supervisor Eileen Barbieri    Absent: Leonard Elam

**I. Call to Order**

Chairperson Montgomery called the meeting to order at approximately 2:15 pm. Barbieri introduced new trustee Ramona Field and recognized that she has been a registered patron of the library in Clarksville since 2003. Field was welcomed by all.

**II. Oath of Office**

Montgomery administered the oath of office to Field.

**III. Election of Officers**

Lambert submitted the following slate of officers for the 2016 – 2017 fiscal year:

Chairperson	Vin Montgomery
Vice Chairperson	Leonard Elam
Secretary	Hilda Puryear

On a motion by Puryear, seconded by Lipscomb, the officers were elected with a unanimous vote.

**IV. Resolution for Jackie Lilly**

Lambert read a resolution recognizing Lilly's numerous contributions to the library and presented her with a gift. On a motion by Lipscomb, seconded by Puryear, the resolution was accepted by trustees. Barbieri presented Jackie with a sign for her yard, which states "A Library Champion Lives Here".

**V. Approval of April 19, 2016 Minutes**

With no additions or corrections, on a motion by Lipscomb, seconded by Field, the minutes were approved as presented.

**VI. Director's Report**

**A. General Progress Report + Additional Items**

Lambert presented the Director's Report and highlighted the following pertinent items:

- Coffee machine at R.T. Arnold Library has been operational since July 14.

- There was a petty cash theft at the Boynton Public Library. Law enforcement is handling the incident.
- In June, Leah Cherry joined the BPL staff as a student worker.
- In May, the Mecklenburg County Board of Supervisors appointed Ramona Field to a four-year library trustee term: July 1, 2016 – June 30, 2020.

**B. Circulation Report**

- Lambert shared circulation “mini stats” reports for the quarter and “full stats” reports for the 2015 – 2016 fiscal year.
- Circulation was up at some branches but system-wide circulation was down by 11%. Some of the decrease is due to R.T. Arnold Library being closed for 2 months during remodeling.
- MCPL is planning an introductory membership to the Southern Virginia Libraries United Electronically (SOVALUE) OverDrive consortium at a cost of \$4,000 annually to increase patrons’ access to e-books. At the end of the year, a value and usage evaluation will be done.

**C. Technology Report**

- Lambert noted on-site visits of IT consultant Randy Schultz.
- Schultz is upgrading staff computers and NexLink public computers to Windows 10. He is continuing to work on glitches with Windows 10.
- The process of attempting to provide mecklib.org email addresses is continuing.

**D. Financial/Budget Reports**

- Lambert noted that MCPL is changing from cash basis accounting practices to accrual basis accounting to align with Mecklenburg County accounting practices.
- With county administration approval, MCPL used 2015 – 2016 fiscal year funds to pay The Library Corporation (TLC) for its contracted equipment services, ITS.Marc, etc. for fiscal year 2016 – 2017.
- Lambert reminded trustees that branch-owned funds are not part of MCPL’s operating budget.

**E. Annual Report – FY 2016**

- Lambert gave a Powerpoint presentation of the annual report.
- Highlights included addition of new patrons, increased wireless internet use, and increased circulation of young adult (YA) fiction and YA nonfiction.

**VII. Old/Unfinished Business**

**A. FY 16 Budget**

Trustees voted to approve the final year-to-date FY 16 budget on a motion made by Lipscomb and seconded by Field.

**B. FY 17 Budget**

Lambert explained that a few changes will need to be made later this year due to document increased state aid and flat funding from the local towns. On a motion by Lipscomb, seconded by Montgomery, trustees approved the FY 17 budget.

**C. Color Printouts Fee**

On a motion by Lipscomb, seconded by Field, trustees approved the Schedule of Fines and Service Fees with one addition: There will be a \$0.50 fee per color copy charge, primarily for Boydton Public Library.

**VIII. New Business**

**A. Strategic Plan**

Trustees were given a copy of The Strategic Plan for Fiscal Years 2016 – 2020. Trustees will review and make any necessary changes at the next quarterly meeting in October.

**B. Trustees' Self Evaluation**

Trustees agreed that with the exception of Field, each will complete independently for him/herself the self-evaluation form on page 77-79 of the *Virginia Public Library Trustee Handbook*. This should help with determining Year 2 priorities for the strategic plan.

**C. Freedom of Information Policy + FOIA Rights and Responsibilities Document**

On a motion by Lipscomb, seconded by Field, trustees approved a slightly revised MCPL Freedom of Information Act (FOIA) Policy plus a FOIA Rights and Responsibilities document with Library Director Lambert identified as the FOIA officer.

**D. Children's Internet Protection Act (CIPA)**

On a motion by Lipscomb, seconded by Field, trustees reviewed the May 2015 MCPL Internet Policy and reaffirmed its being in compliance with CIPA.

**IX. Citizens' Comments**

Barbieri suggested that MCPL branch supervisors attend trustee meetings. Lilly added that they might be invited, not required, to attend. Lambert noted that some libraries ask various staff members to take rotations with attendance at trustee meetings.

**X. Board Member Matters**

Trustees again welcomed Field and thanked Lilly for her service.

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

- Trustees need to sign Lilly's resolution. Lambert will attempt to get Elam's signature soon.
- Increased circulation remains a goal.
- Lambert will seek a local IT person.
- Accrual accounting practices will be used.
- Lambert will get FOIA Policy + Rights & Responsibilities statement on website.
- Lambert will provide documentation of CIPA reaffirmation to Finance Coordinator Wanda Brooks for federal compliance documentation.
- Each trustee will complete independently for him/herself the self-evaluation form on page 77-79 of the *Virginia Public Library Trustee Handbook*. Field does not need to do this yet. This should help with determining Year 2 priorities for the strategic plan.
- Trustees + Lambert will consider documenting Year 2 strategic plan priorities in October.

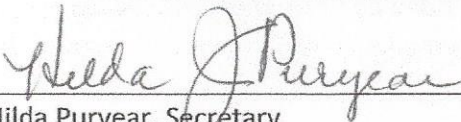
**XII. Closed Session**

Montgomery called trustees into closed personnel session pursuant to Code of Virginia 2.2 – 3711.

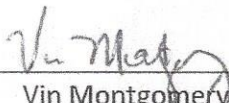
At the end of the personnel session, on a motion by Lipscomb, seconded by Field, and unanimously approved, the closed session ended. Each trustee certified that only personnel issues were discussed in closed session.

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

- Montgomery reminded trustees that the next meeting will be held at 2:00 pm on October 19, 2016, at the Boydton Public Library/HQ.
- On a motion by Montgomery, seconded by Lipscomb, Montgomery declared the meeting adjourned at approximately 4:40pm.

Signature   
Hilda Puryear, Secretary

Date 8/24/16

Signature   
Vin Montgomery, Chairperson

Date 8/24/16