

## Minutes

### Mecklenburg County Public Library (MCPL) Trustees

October 17, 2018 – 2:00 p.m.

Boydton Public Library (BPL) HQ Facility – 1294 Jefferson Street, Boydton, VA 23917

Present: Casandra Smith, Ramona Field, Chairman Jane Lipscomb, Director Robert Rosenthal, Collection Development Cassie Boyd

#### I. **Call to Order**

Chairperson Lipscomb called the meeting to order at 2:04 p.m.

#### II. **Approval of July 18, 2018 Minutes**

On a motion by Smith, seconded by Fields, the minutes were approved.

#### III. **Reports**

##### A. **Directors Report**

1. Connie Boyd began October 1, 2018 as the full time Business Manager for the system.
2. There was an incident in Chase City. Joyce Greene had a patron to fall. The patron has hired a lawyer and is now in contact with the insurance company. From this situation there is now a incident report form for MCPL.
4. Boydton had the Overdrive Bookmobile and a Blood Drive on sight. South Hill has started a "Play Unplugged" that is going well. Board Games for the use of patrons.
5. Attended the VLA Directors Meeting/ Conference in Williamsburg. Attended a number of informational sessions while attending.
6. Full Time hours are 40 hrs. a week 9-5 with a half hour lunch or 8:30-5 with an hour lunch. Fields asked for clarifications for Clarksville. If there is an emergency and not a regular event, a part time employee can go over their 29 ½ hours weekly. However, this would only be for an emergency.

##### B. **Financial Report**

1. There were some issues with the recent financial reports but it is being corrected.

##### C. **Circulation Report**

1. Program numbers are up. Circulation in print is slightly up. E-Circulation is up quite a bit from last year. Door count is down about 1,000. Computer use is up.

##### D. **Technology Report**

1. There has been an issue with several computers, which has caused them to be reverted to Windows 7.
2. It was noted that some computers that had experienced issues were NexLink and had been purchased through our IT person because they were cheaper. We do not feel that it is a good idea to purchase this brand again and will look at other ideas and estimates in the future.

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

##### **A. Hoopla**

1. Hoopla has been a success to date. 117 people have signed up and have checked out a total of 222 items to date.

##### **B. South Hill Facility Update**

1. The board asked for Rosenthal to find out what the issue is with the current arrangement for the meeting room. The two issues that were mentioned with the new proposed meeting room contract is the Alcohol consumption and the prohibiting of religious and political events.

##### **C. Final Budget**

1. The system returned \$7,400 to the county at the end of the 2017-2018 fiscal year.

##### **D. Summer Reading**

1. Summer Reading Program numbers were up slightly. There were 68 programs this year and 2,790 attendance this year. Opposed to last year's 55 programs with 2,436 attendance.

##### **E. Harmonization Shelving/ Circulation Update**

1. The current harmonizing project is focusing on audio/ visual materials that are not the same at all branches. Both DVDs and Books on CD are in the process of being all shelved and labeled the same way in all four locations
2. It was proposed to have a limit in place that only 1 DVD season and 4 DVDs per adult patron and only 2 DVDs per juvenile patron could be checked out at one time. A motion was made by Fields and seconded by Smith.

#### **V. New Business**

##### **A. Juvenile library card v. Internet Access Policy Consideration**

1. Joyce Green asked the board to consider changing the age for a Juvenile to use the computer and to obtain a library card to be the same age. It is currently set at 18 years old for the computer but 16 for a library card. The board agreed to think about this.

##### **B. Upcoming Holiday Schedule**

1. A listing of upcoming holiday closings was approved with a motion by Fields and a second from Smith.

##### **C. Bibliostat**

1. Bibliostat is a work in progress. We have made progress with this

**D. Adult DVD**

1. See the section for Harmonization Shelving/Circulation Update.

**E. School Outreach**

1. South Hill dose Lunch Buddies + Story Time
2. Chase City went to the Elementary school to do a sign up.
3. Bluestone Middle school has reached out to us in order to be able to have more of their students use our online databases

**F. Find it Virginia**

1. There are a number of new databases through the Library of Virginia. Includes: Rocket Languages, Gale Legal forms, Ebsco, and Explora.

**VI. Board Member Matters**

None

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

None

**VIII. Public Comment**


None

**IX. Closed Session**

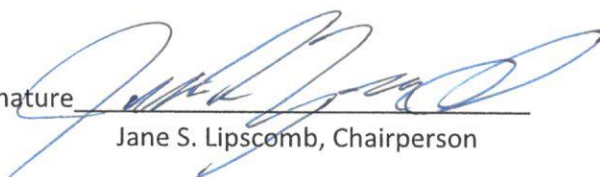
None

**X. Adjournment**

The meeting was adjourned at 3:20 p.m. by Chairman Lipscomb. The next regular meeting will be held January 16, 2019 – 2:00 p.m.; Boydton Public Library/ HQ

Signature   
Hilda J. Puryear, Secretary

Date 1/16/2019

Signature   
Jane S. Lipscomb, Chairperson

Date Jan. 16, 2019