

**Wythe-Grayson Regional Library Board of Trustees**

**January 21, 2016**

**Grayson County Public Library – Independence, VA**

Members present – Linda Boyer, Elizabeth McGee, Mary Kelley, Mike Langford, Brenda Sutherland, Steve Willis

Members absent – Jackson Case, Rose Lester

Library Staff Present – Janet Cox, Debby Jackson-Ricketts, Anita Wood

Chair Brenda Sutherland called the meeting to order at 1:30 PM and led those present to the Pledge of Allegiance. Mr. Langford agreed to take the meeting minutes.

The minutes from the previous meeting (11/19/15) were reviewed and approved.

Ms. Elizabeth (Betty) McGee was introduced as the newest Grayson County trustee, replacing Ruthanne Sawyer.

**Old Business**

Library Equipment Disposal

There was a brief discussion about the proper procedure for disposal of excess or old library assets. Asset disposal must be approved by the Board of Trustees (BOT) if purchased with government money. Ms. Sutherland agreed to research this and report back to the BOT in a later meeting.

**New Business**

Public Comments

Ms. Jackson-Ricketts handed out copies of the WGRL Financial Statement. There was on one minor finding in the financial audit concerning a late deposit during the holidays when the library was short-handed. Deposits are now done on a weekly basis regardless of the amount.

WGRL Foundation Treasurer's Report for FY 7/1/14 thru 6/30/15

At the beginning of the fiscal year there was a total of \$29,725.44 on deposit at Grayson National Bank. The ending balance, after disbursements and contributions, was \$31,046.09.

2016/2017 Budget

Two Trustees (Case, Boyer) met with Regional personnel in preparation of next year's budget. Ms. Jackson-Ricketts presented the results from this planning meeting.

### Budget Summary Highlights:

- \$1227 increase from state contributions
- \$33,016.68 shortfall (expenditures exceed available revenue)
- Director salary increased to \$55,000 maximum
- Includes a full-time youth services position at Wythe branch
- 3% salary increase for personnel
- County supervisors will discuss additional funds at next supervisor's meeting

Ms. Boyer moved that we approve the proposed budget stipulating that the supervisors approach the respective counties about making up the revenue shortfall. Ms. Kelly seconded the motion and it was unanimously approved.

### Offer of Free IT Support at Wythe County Public Library

Mr. Langford and Ms. Wood gave a summary of the free IT support.

- Mr. Frank Howard is under contract at ABB in Bland, VA to provide IT support. Mr. Howard has volunteered his expertise at no charge.
- Scope of work includes only the patron PC's
- Install software or hardware firewall to appropriately limit patron access to unacceptable websites.
- Install monitor software to determine where patrons web history
- Provide ability to generate reports of patron activity
- Develop scripts to automatically reinstall PC operating system in the event of software compromise
- Prevent hard drive access by patrons. Allow files to be saved to USB ports only.
- Mr. Howard and Ms. Jackson-Ricketts will have a telephone conversation to discuss details.

Mr. Willis moved that we proceed with the IT support at WCPL and allow Ms. Jackson-Ricketts to work with him. Motion was seconded by Ms. Kelly and was unanimously approved.

### Reallocation of State Aid

State aid must be spent by June 30, 2016 and as of the meeting date there is \$22,504.81 remaining. Any expenditure must be focused on supporting patron needs. Scanners and receipt printers were approved for all branches. Mr. Willis suggested use of a wireless scanner as used at Camrett to permit scanning from remote locations. Library staff will be polled to determine additional needs and will be reviewed at the next BOT meeting in February.

Ms. Boyer moved that we proceed with the scanner and printer purchases. Motion was seconded by Ms. McGee and unanimously approved.

Additional BOT Meetings

Ms. McGee moved that we meet monthly rather than every other month until the director position is filled. Motion was seconded by Mr. Willis and unanimously approved.

The next BOT meetings will be February 18<sup>th</sup> at the Camrett Warehouse meeting room and March 17<sup>th</sup> at the Grayson library. Both meetings will begin at 1:30 PM.

Closed Meeting

Mr. Willis moved to go to closed session. The motion was seconded by Mr. Langford and unanimously approved.

Ms. Sutherland moved to go out of closed session. The motion was seconded by Mr. Langford and unanimously approved.

Ms. McGee moved that we remove (previously approved) July 16, 2015 and August 6, 2015 meeting minutes. Ms. Boyer seconded the motion and was unanimously approved.

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Brenda Sutherland, Chair

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Date