

Wythe-Grayson Regional Library Board of Trustees
Minutes of the November 17, 2016 Meeting
Regular Meeting
Held at
Camrett Logistics Board Room
2460 North 4th Street; Wytheville, VA 24382

Trustees Present:

Jackson Case, Chairman	Linda Boyer, Vice Chairman
John Fant	Mary Kelley
Rose Lester	Mike Langford

Trustees Absent:

Steven Willis	Elizabeth McGee
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Staff Present:

Mary R. Thomas, Director
Anita Libby, Branch Manager Wythe County Public Library
Debby Jackson-Ricketts, Bookkeeper

Called to Order:

Meeting called to order at 1:38 pm by Chairman Jackson Case

Approval of Minutes:

|| Motion: to approve the Minutes of 2016-09-15 moved by John Fant and seconded by Mary Kelly. Motion: Approved

|| Motion: to approve corrected Minutes of August 6th of 2015 moved by John Fant seconded by Mike Langford. Motion: Approved

|| Motion: to approve the corrected Minutes of November 19, 2015 moved by Mike Langford and seconded by John Fant. Motion: Approved

Reports: Informational and Administrative:

DIRECTOR'S REPORT

Primary points that were highlighted from the Director's submitted report were:

- Training session on STEM kits from the Library of Virginia that was attended by Mary Thomas, Anita Libby, Phyllis Bobbitt and Rebecca Bennett.
 - Will be marketing to large groups, for example: schools, 4H clubs and homeschool groups.

- Upgrades at Wythe County Public Library, new router, new wireless router and a trial run of SafeDNS (cloud based). The Friends of the Wythe County Friends of the Library purchased these items.
- CATE Center overview at the Grayson County High School.
- Autism in the Library session. Awareness of how libraries are set up for disabilities libraries generally does not normally consider.
- Flooring at Grayson County Library is in the works.
- Submitted capital improvements to Wythe County
- Working on a capital improvement plan for Grayson County Public Library.
 - John Fant suggested giving a large list to Grayson County's 5 year plan.
- Part- time library position is open at the Wythe County Public Library.

For greater detail please see Director's Report 2016-11-17, including specific branch managers report and Youth Services joint report.

CIRCULATION REPORT

Please see the 2016-11-17 Circulation report that covers September and October 2016

BRANCH ACTIVITIES REPORT

Please see the 2016-11-17 Branch Activity report that covers September and October 2016

Please see the Grayson County Survey and Survey results. Doing a survey in Wythe County. Those results will be handed out at the January Board of Trustees Meeting.

TECHNOLOGY REPORT:

Debby Jackson-Ricketts indicated that the new routers are working well. Ms. Jackson-Ricketts indicated that there are power issues all ten (10) Public Access Computers are on one outlet. This is an issue that needs to be addressed.

Each network line needs to be traced. The wiring will need to be uniform, no lines that are spliced or modified. New lines may need to be laid through out the building.

David Suthers has suggested that when the issues have been solved we consider having one Internet line come into the building, rather than the two lines we currently have. Have one line with a higher bandwidth come into the library.

Mary Thomas and Debby Jackson-Ricketts will be working on a technology plan.

FINANCIAL REPORT

Please see the financial report dated November 16, 2016.

One line item needs to be re-categorized/re-coded in personnel. The amount is covered. This error will be taken care of in the next financial report to the board.

Foundation Report

Judy Knutson submitted the list of officers for 2017.

Wythe-Bland Foundation did not fund the project submitted in August 2016 but did give a list of agencies that might be interested in funding the family health literacy project.

Old Business

UPDATE ON THE OLD VANS.

The old 'DSS Van' has had all maintenance done and paid by donated funds. There still is an issue with the dashboard lights.

The old 'Courier Van' is beyond repair and needs to be retired.

|| Motion: to approve the surplus of the previous Courier Van was made by Linda Boyd seconded by Mary Kelley. Motion: Approved

SURPLUS ITEMS

The list that was presented at the meeting contained a list of examples of items that need to be removed from the library.

Suggest giving limits by categories i.e. technology has one limit and furniture has another dollar value. Concern is on the value of the material. Suggestion is to present a list of categories and projected dollar amount.

|| **MOTION:** to approve the surplus list with the addition of the CRT monitors was made by Mike Langford seconded by Rose Lester. Motion: Approved

New Business

DISCUSSION:

Library policy on card usage. Consider revise who can check out books for whom; limit of number of items to check out per person and per family; collection of fines and fees. Consider exploration of collection of fines and fees through a county procedure. Have used set-off-debt through the state. Review family loaning process.

Amnesty. Last amnesty day was in 2009, the process was a food for fines promotional. Consider an amnesty day on a periodic basis. Once a year is too frequent.

Goal. The goal is to get outstanding materials back to the library.

CONSIDER:

Phase in new process. Phase in food for fines; the next phase is the limitation of checkouts another phase would be scheduling an amnesty time frame.

ACTION REQUESTED BY BOARD OF TRUSTEES:

1. Check when the best time to do a 'Food for Fines' with the different agencies in the area. Need time to promote the process.
2. List of fines owed to the library.
3. List of fees due to billed items due to the Library.
4. How much of the fees are actually materials.

|| **MOTION:** to give approval to the Director to explore Food for Fines initiative for the library through local agencies with the final decision to be made at the January Board of Trustee's meeting was made by John Fant and seconded by Mike Langford. Motion: Approved

December 2016 Holidays and 2017 Holiday Calendar

|| **MOTION:** to approve Wythe-Grayson Regional Libraries follow the county offices for Friday, December 23 and close at noon, was made by John Fant seconded by Mike Langford. Motion: Approved

|| **MOTION:** to move the holiday from Sunday, January 1, 2017 to the library being closed on Monday January 2, 2017, December 2017 changes: shift the Holiday schedule to half day on Friday December 22, Closed December 23, 24 and 25 was made by Jon Fant seconded by Linda Boyer. Motion: approved

MONEY MARKET ACCOUNT

Sign form to close the money market account funds to regular account.

FOUNDATION BOARD OFFICERS

|| **MOTION:** to approve the foundation board was made by Mike Langford seconded by Mary Kelley. Motion: approved

WGRL BOARD OF TRUSTEES MEETINGS FOR 2017

|| **MOTION:** to approve the list of places, dates and times of the board of trustees meetings for 2017 was made by John Fant seconded by Rose Lester. Motion: Approved

Mike Langford and Jackson Case requested that the library go into Closed Session. Board of Trustees went into Closed Session at 3:20 pm. Mary Thomas, Anita Libby and Debby Jackson-Ricketts left the room.

At 3:30pm the Closed Session ended and all the Board of Trustees present certified under VA Code § 2.2-3712 that during the Closed Session they discussed only the topic for which the Closed Session was called.

|| **MOTION:** to agree to the terms as set forth in the Directors contract was made by John Fant seconded by Mike Langford. Motion: approved.

Announcements

Next meeting is January 19, 2017 at 1:30 pm at the Grayson County Library.

Adjournment

Meeting was adjourned at 3:33 pm.



Minutes

Submitted by:

Mary R. Thomas, Director

Date: _____

Jackson Case, Chairman

Date: _____