

Wythe-Grayson Regional Library Board of Trustees
Minutes of the September 15, 2016 Meeting
Regular Meeting
Held at the
Whitetop Public Library
16309 Highlands Parkway; Whitetop, VA

Trustees Present:

| | |
|------------------------|----------------------------|
| Jackson Case, Chairman | Linda Boyer, Vice Chairman |
| John Fant | Mary Kelley |
| Rose Lester | Mike Langford |
| Elizabeth McGee | |

Trustees Absent:

Steven Willis

Staff Present:

Mary R. Thomas, Director
Anita Libby, Branch Manager Wythe County Public Library

Called to Order:

Meeting called to order at 1:43 pm by Chairman Jackson Case

Approval of Minutes:

MINUTES OF JULY 21, 2016 REGULAR MEETING

|| **MOTION:** to approve July Minutes as presented was made by Elizabeth McGee, seconded by Mike Langford: motion Approved

PHONE /EMAIL VOTE FOR BOARD OF TRUSTEES CHAIRMAN, CONFIRMATION

|| **MOTION:** to confirm the email vote that was taken on July 25, 2016 of Jackson Case Nominated by Steve Willis and seconded by Elizabeth McGee: motion Approved

MINUTES OF AUGUST 24, 2015 CALLED MEETING

Elizabeth McGee reworked the rescinded August 24, 2015 Minutes due to closed session information being included. She commented that minutes are not to be taken when the Board of Trustees is in closed session. Copies of the August Minutes were handed out for review.

|| **MOTION:** to approve August 24, 2015 reworked Minutes was made by Mike Langford, seconded by Rose Lester: motion Approved

MINUTES OF APRIL 16, 2016 REGULAR MEETING

Elizabeth McGee expects to have the April 16 2015 minutes available at the next regular Board of Trustees Meeting.

Reports: Informational and Administrative:

DIRECTOR'S REPORT

Primary points made were training sessions and webinars on a variety of topics including topics on Adult programing, Customer Service Basics, Evergreen serials module and Bibliostats Training.

Door Counters have been installed at Grayson County and Wythe County Public Libraries. This was done to obtain more accurate count than through the previous method. The other three libraries will still have to do manual door counts quarterly and then estimate the annual library visitations.

Wythe County Public Library is having severe issues with public Internet services. The help of David Suthers, from Wythe County is being sought. He has proposed a multistep process to fix our issues. The Friends of the Wythe County Library have offered to help pay for these changes.

The new website is coming along and is expected to be ready towards the end of December. The current website will remain up until the new site is made public. The Director pointed out the need is greatest at Grayson County Public Library but would also be beneficial at Wythe County Public Library.

The need to consider creating a position of a Library Assistant, Floating or Substitute was presented.

For greater detail please see attached Directors Report 2016-09-15.

CIRCULATION REPORT

The format of the report has been changed to reflect circulation by type then by designation.

BRANCH ACTIVITIES REPORT

After attending the Bibliostats training it was determined that the Wythe-Grayson Libraries were under reporting building usage by the public as well as Library sponsored programs. Some of the increases over last year are due to correcting this error.

Youth Services. Information on the end results of the Children's and Adult Summer reading programs were included. Both Youth Services Coordinators are extremely pleased with this year's attendance and results.

TECHNOLOGY REPORT

As mentioned earlier the Wythe County Library is in need of upgrading a couple of pieces of hardware. The proposal is to replace the router being used on the public side with a router that will handle the current usage. It was also suggested that the WiFi hub be replaced for the same reason. These recommendations will be presented to the Friends of the Wythe County Public Library.

FINANCIAL REPORT

The current Profit and Loss statement was presented to the Trustees.

FOUNDATION REPORT (see attached report)

The new van was delivered to Grayson County Public Library. The van insurance information was updated. There is some money left over to add to the Courier Van netting and bungee cords.

Old Business

Van was discussed in the Foundation's report.

New Business

AUDIT LETTER

Motion: The Director and the Chairman be given power to sign the Robinson, Farmer, Cox and Associates agreement for this year's audit by Elizabeth McGee and seconded by Mike Langford: motion Approved.

The Robinson, Farmer, Cox Associates letter was signed by Mary Thomas and Jackson Case. The letter indicates a confirmation of their services to audit the Wythe-Grayson Regional Library for the year ending on June 30, 2016.

TRUSTEES CYCLING OFF DECEMBER 31, 2016

The names of the trustees that will be cycling off the board were brought up. There will be a vacancy that will need to be filled for a Grayson County representative. The name will need to be given to Jonathon Sweet prior to the November Grayson Board of Supervisors meeting.

It is anticipated that John Fant will be reappointed to the Board of Trustees.

CIRCULATION CLERK POSITION

Discussed during the Director’s Report

OLD COURIER VAN AND DEPARTMENT OF SOCIAL SERVICES VAN DISPOSITION

It was recommended that maintenance records be brought to the next Board of Trustee meeting on both vans.

It was also recommended to hold off on any major repairs on either van until the next Board of Trustees meeting.

It was also recommended that the need for a library van be considered in conjunction with expense of running the van verses paying staff mileage on their own car.

Announcements

NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES

The next board meeting will be held at the Wythe County Public Library located at 300 East Monroe St; Wytheville, VA; on November 17, 2016 at 1:30 pm.

Adjournment

|| **Motion:** to adjourn was made by John Fant seconded by Linda Boyer: motion Approved.

Meeting was adjourned at 4:30 pm.



Minutes

Submitted by: _____
Mary R. Thomas, Director

Date: _____

Jackson Case, Chairman

Date: _____