

Campbell County Public Library Board of Trustees Meeting

October 17, 2011

The regular meeting of the Library Board of Trustees was held on Monday, October 17, 2011 at the Main Library in Rustburg, Virginia at 5:30 pm.

Present:

Ernest Bender, Chairman	Christine Cardoza	Elizabeth Keaton
Rita Clark, Vice-Chair	Charlotte Lane	Joe Lunsford
Virginia Laughlin	Steven Shockley (non-voting)	

Library Staff present (non-voting):

Nan Carmack, Library Director

Call to Order

Chairmen Bender called the meeting to order at 5:30 pm.

Approval of Minutes

Upon motion of Approval by Rita Clark with a second from Betsy Keaton, the minutes from September 17, 2011 were unanimously approved.

Christine Cardoza and Joe Lundsford arrived at 5:34.

Library and Literacy Expenditure

After review, Betsy Keaton moved for approval of presented expenditures; Virginia Laughlin offered a second. All expenditures were unanimously accepted.

Revision of By-Law Proposed

After much discussion regarding the quantification of absences of Trustees, the following motion was made by Betsy Keaton to amend the by-laws governing the CCPLS Board of Trustees:

“Trustees shall attend 70% of called Trustee meetings. Consecutive absences shall result in contact from the Board Chair or his/her designee to discuss the matter. Absences in excess of 70% may result in dismissal from the Board.”

This motion was seconded by Christine Cardoza. The motion shall await the required 30 day period and vote shall be made during the November 21, 2011 meeting.

Trustee Review

This month's section of the Library of Virginia Trustee Handbook is entitled "Personnel." The board reviewed and discussed their role in hiring and supporting a library director. Further, the board discussed their role in regards to other staff, acknowledging that the director is the responsible party for staff supervision and that staff have the recourse of the Campbell County grievance procedure should conflict arise. The Board discussed their observance and participation in Campbell County's performance appraisal processes for the director and Human Resource policies for all library staff.

Advocacy Opportunity: Libraries & the Sense of Community

The Board viewed the Public Library Association's dvd "Your Public Library: Keeping Your Community Connected," which focused on the role of community center and digital portal for communities, allowing a diverse representation of our communities to interact with each other both personally and digitally.

Single-Staffing Survey

Nan presented the results of the Single-Staffing Survey (attached here). The board reflected on the hard work and commitment represented in the results, indicating a commitment to not limiting library hours just to have two employees present. The board continues to be concerned about the safety of staff and volunteers. The board reflected on the staff's neutral opinion regarding volunteers, given their current policy regarding volunteers being trained in circulation processes. The board requested that Nan ask staff if a policy-shift might be helpful, which she will do at the next staff meeting. Nan may return with a request for policy amendments should staff deem it appropriate.

Timbrook Library

There was nothing new to report on the status of the building. Timbrook staff, Judy Gerlinger and Lisa Mays, are to receive an Employee Excellence Award on Monday, October 21st, at 3:30 pm for their efforts in funding and executing a library "freshening up" project that included painting, new shelves, etc.. Trustees were invited to attend and ask to keep the award a surprise. The award will include a certificate and a \$250 prize for each of them.

OPAC Merger

Nan reports that the borrower services merger with Bedford County has been accomplished and most technical glitches were behind us. Nan commended staff for their hard work and patience during the process, especially given the vendor's errors that caused enormous work for staff. The merger has been well-received by patrons.

Spelling Bee

Nan invited the Trustees to form a team for the 3rd annual CC Spelling Bee to be held on Nov. 1st.

Trustees Workshop

The Library of Virginia will be holding a workshop for Trustees regarding the maintenance of their records, which are considered public documents in their role as appointed official. The workshop will be held at our Main Library on Tuesday, October 25, 2011 from 9 am to 12:30 pm. Trustees were encouraged to attend.

Staff Update

Nan reports that Kathy Hoban, formerly the substitute at SRML, has been hired as the permanent part-time administrative (circulation) clerk at that library. Further, interviews are underway to fill the long vacant Admin. Aid position for Literacy, who will be reporting to Lynne Wheeler.

October Events Sheet

Nan circulated the October events sheet and invited Trustees to participate whenever possible.

Next Meeting

The next meeting will be held on Monday, November 21, 2011 at 5:30 pm at the Main Library in Rustburg, Virginia.

Adjournment

There being no further business, on a motion from Rita Clark, seconded by Betsy Keaton, the board unanimously voted to adjourn at 6:45 pm.

Respectfully submitted,

Nan Carmack, Director

Approved by the Library Board of Trustees on November 21, 2011