

Richmond County Public Library Board of Trustees
Minutes – August 11, 2015
RCC Warsaw Campus Board Room

Members present: Dayle Collins, Chair
Janice Dockins
Courtney Sisson
Mercer O'Hara, Vice-Chair
Edward Ramsey
H. Gwynne Tayloe

Also present: Dan Ream, Library Director; Jane Kemper, FOL Liaison; Ruth Lynn, Outreach Coordinator; Linda Taylor, Recorder.

D. Collins called meeting to order at 4:00 p.m.

Minutes- E. Ramsey moved to accept the June 9, 2015 minutes as distributed. M. O'Hara seconded. Motion carried.

Finance Report –D. Collin submitted two Cash Reports from M. Kurtz as she was unable to attend. Cash Report for June 2015 showed the following: beginning balance \$13,840.45; deposits totaling \$123.18; disbursements totaling, \$12,533.43; and an ending balance of \$1,430.20. Cash Report for July 2015 showed the following: beginning balance \$1,430.20; total deposits \$89,980.26; total disbursements \$371.00; and an ending balance of \$91,039.46.

Operations Update –In summary of FY15 income and expenditures, D. Ream reported income totaled \$122,349.35; expenditures totaled \$120,919.15; and a carryover of \$1,430.20. Concerning state aid for FY15, a \$710 reduction was noted and in June an additional \$122.68 was received. These figures are to be reported on the mandated Bibliostat report later in the year.

The FY16 Plan of Operation spreadsheets distributed showed income receipt of \$91,410.46 and expenditures of \$371.00.

Disposition of Certificates of Deposit – D. Collins referred to Kurtz's July 2015 Cash Report which showed the newly opened Union Small Business checking account with a balance of \$24,319.15. Two matured CDs were resolved and the monies combined and placed into this account.

Signage update–The new public library sign had been approved by RCC Officials, VDOT's David Brown and the Town of Warsaw. The Town of Warsaw application and fee was being processed. RCC's Director of Finance, Kim McManus shared a system's office email with Dan which outlined the lengthy processed that still needed to be completed. Although Mr. McManus is leaving his RCC position in August, he assured Dan he would continue to help us get through the process. Dan will proceed to work through the necessary requirements.

Microfilm digitalization–Dan continues working with Errol Somay at the Library of Virginia and a UMI representative. Issues discussed were funding, copyright and cooperation from the Northern Neck News publisher.

Annual review of the Long Range Plan–E. Ramsey moved to accept the current Long Range Plan 2011-2016 as written. H. G. Tayloe seconded. Motion carried. D. Ream would add the current review date to the document and submit to the Library of Virginia as required. It was noted a new long range plan will be required for submittal by July 2016. C. Sisson and D. Ream agreed to work on this and present their work to the board at the April 2016 meeting.

Annual review of the By-Laws – after some discussion, C. Sisson moved to accept the current By-Laws as written. H. G. Tayloe seconded. Motion carried.

Library report – Haven Headley accepted a full-time position with the Matthews Public Library and the process for filling the position was underway.

D. Ream reported how excited we are to have author, Tom Robbins visit on October 16 and 17. Tentative plans include: Mr. & Mrs. Robbins staying at Greenwood Bed & Breakfast in Warsaw; on October 16, in the RCC Lecture Hall, Robbins will share life stories including his time growing up in Warsaw and reading from his book, *Tibetan Peach Pie*; books will be available for purchasing and Robbins' autograph. This event will be free, but reservations will be required. On Saturday, October 17, the FOL will host Robbins at St. John's Wellford Hall with a luncheon and a talk concerning the writing process. Tickets will be sold for this event.

Outreach – R. Lynn reported 91 Summer Reading signups; successful **FunDay Thursdays** where children crafted; and a successful School Supply Drive. Plans for Fall were in the makings.

FOL report – J. Kemper shared a Richmond Times Dispatch article pertaining to libraries and e-books. Jane would like for the board to have a discussion concerning adding e-books to the collection. Currently, the public library does not offer e-books. For members' convenience, J. Kemper would send a link to the article by email.

With no further business, M. O'Hara moved to adjournment. J. Dockins seconded. Meeting adjourned at 5:15 p.m.