

Richmond County Public Library Board of Trustees
Minutes – February 13, 2018
RCC Warsaw Campus Board Room

Members present: Janice Dockins, Chair	Courtney Sisson, Vice-Chair
Margaret Kurtz, Finance	Walter Ball
Marilyn Carter	Susan Gouldin
Terri Jones	H. Gwynne Tayloe

Also present: Dan Ream, Library Director; Ruth Lynn, Outreach Coordinator; Linda Taylor, recorder.

J. Dockins called the meeting to order at 4:07 p.m. and welcomed all.

Minutes – M. Kurtz moved to accept the December 12, 2017 minutes as presented. T. Jones seconded. Motion carried.

Financial Report – due to no January 2018 meeting, M. Kurtz presented Cash Reports for December 2017 and January 2018. The December 2017 Cash Report showed the following: Beginning Balance, \$26,793.64; Total Deposits, \$200.73; Total Disbursements, \$4,357.60 and an Ending Balance of \$22,636.77. The Union Small Business Checking Account had a balance of \$4,262.85 after expenditures of \$979.00 to Lamar Companies. The January 2018 Cash Report showed the following: Beginning Balance, \$22,636.77; Total Deposits, \$29,279.14; Total Disbursements, \$21,085.18 and an Ending Balance of \$30,830.73. The Union Small Business Checking Account had a balance of \$3,637.85 after expenditures of \$625.00 to Lamar Companies.

Old Business - Fundraising- D. Ream reported questioning Kim Armentrout from the Library of Virginia concerning the appropriateness of Trustees being involved with fundraising. Ms. Armentrout's response was that it would not be appropriate for the library board to spearhead this type of effort. Trustees should be working with local government to increase the library's budget. Ms. Armentrout's response noted that a Friends group or Foundation typically handles other fundraising. D. Ream distributed copies that detailed the conversation.

New Business – D. Ream reported he attended the January 2017 Richmond County Board of Supervisors meeting. During the meeting, a citizen shared library concerns. The supervisors invited Dan to speak at the March 8, 2018 morning session in order to address these concerns. At 2:00 p.m. on March 8, D. Ream will talk to the supervisors concerning the proposed FY19 Budget Request.

D. Ream announced Jessica Coates and Abby Parsons have joined the staff as library assistants and he encouraged trustees to meet and welcome them.

D. Ream noted there are times when we receive questions concerning the amount of foot traffic the library experiences. Wireless traffic counters are located near the entryway of the library. Dan can retrieve numbers using the Trafsys software. For the week of February 5, 2018 thru February 11, 2018, a count of 1138 was recorded.

For potential purchases, D. Ream has been researching new online sources such as New York Times and Hoopla. The New York Times would cost \$1200 annually for full-text access. The database would be especially useful for teachers K-12. Hoopla is a digital media service where patrons can borrow

audiobooks, videos, eBooks, and music. There was some discussion concerning our areas' inadequate internet service, especially for the streaming aspect. Dan replied that patrons could easily come to campus, download onto their devices and view or listen anywhere. After speaking with a representative, Dan believes an annual budget of \$3000 would suffice our needs.

D. Ream continues progress with the Dolly Parton Imagination Library campaign. RCC's Educational Foundation has agreed to be our sponsor and the necessary paperwork has been completed. D. Ream will be working on the postal aspect of the program.

Outreach – R. Lynn announced the following upcoming events:

February 15, library visits by the PreK – Mackey Thompson Center

March 10, Teen/Tween Talent Show Auditions

March 24, Easter Egg Hunt

March 29, Career Day at RCES

April 3, 4 and 5, local school closed for break, offering a poster day, craft day, and board game day

J. Dockins and D. Ream shared being contacted by Ed Milsted with questions in regards to the operation of the public library. Mr. Milsted is researching the aspects and support availability of a freestanding library.

FOL Report – The Winter 2018 newsletter with membership information was in the mail and extra copies are available at the circulation desk. Books in support of the FOL Book Club were on display and ready for checking out.

With no further business, C. Sisson called for adjournment. M. Carter seconded. Meeting adjourned at 5:03 p.m.