

Richmond County Public Library Board of Trustees
Minutes –February 25, 2020
RCC Warsaw Campus Board Room

Members Present: Jan Dockins, Chair Susan Gouldin
Terri Jones Dr. Shannon Kennedy, RCC President
Michael Taylor

Also present: Marian Howell, FOL President; Dan Ream, Library Director; Ruth Lynn, Outreach Coordinator; Linda Taylor, Recorder

J. Dockins called the meeting to order at 4:02 p.m. and welcomed all.

Minutes –Due to no quorum, approval of the January 28, 2020 Minutes was tabled until the next meeting.

Financial Report – M. Kurtz’s January 2020 Cash Report showed the following: Beginning Balance, \$13,225.04; Total Deposits, \$31,892.09; Total Disbursements, \$27,997.54 and an Ending Balance of \$17,119.59. The Union Small Business Checking Account balance is \$337.84. Once the payment of \$337.84 clears the bank, the small business account will close.

NOTE: The Library of Virginia requires an audit be submitted to them annually. For the library, the audit is done through the county. Once the audit is completed and approved, it is downloaded to the county’s website. Once available on the website, the Library of Virginia has access.

New Business:

Library Report – D. Ream reviewed the budget request letter sent to M. Quicke and explained a \$3000 increase was proposed in order to meet the required median per capita funding figure \$12.23 per capita. On March 12, the budget hearing is scheduled and the library’s presentation time is 2:30pm. Dan encouraged members to be present to show their support. Dan noted receipt of \$8000 from the Town of Warsaw for its FY20 commitment. Quesenberry, the town manager notified Dan for the town’s FY21 Budget proposal \$8000 would be included for the library.

D. Ream demonstrated the online course tool, Universal Class and shared an informational sheet for access and reference.

Outreach – R. Lynn reported the creation of “What’s Happening at the Library” bookmarks listing upcoming events on one side and library hours and services on the other side. The library, in partnership with the college’s student development department, is sponsoring a Soul Food Tasting program on February 26 at Warsaw and February 27 at Glens. On March 19, 5:30pm until 7:00pm, Ruth will attend a Reading Night program at Richmond County Elementary/Middle School. Ruth will distribute informational materials and free Scholastic books to the children. On March 28 at 11:00am, the library will host an Easter Egg Hunt along with free scholastic books, food and a movie.

President’s Report - Dr. Kennedy gave an update on building access IDs which are to be distributed to faculty and staff soon. Dr. Kennedy shared three library parking spots are to be designated with signage in the student parking lot. Dr. Kennedy stated improvement to the tennis courts is proceeding.

FOL report – Marian Howell reported the FOL Garland event will be March 5 at St. Johns' Episcopal Church in Warsaw. Handicap accessibility at the church was questioned and Marian took note. Marian reported on an upcoming author event on September 24 at the Lutheran Church in Callao. Local author Brad Parks will be the guest speaker and Bobby Davis will be the caterer. The charge will be \$20 for members and \$25 for non-members. The FOL Book Club meets to discuss *Eligible* by Sittenfeld on March 9; *The Library Book*, by Orlean on April 13 and on May 11, *The Giver of Stars*, by Moyes.

Concern continues about the prospective sale of the bank building where the FOL bookstore is housed. Many people are involved in helping to find a solution. M. Howell will develop a spreadsheet listing contacts made, by whom and the results in order to avoid duplication.

Dr. Kennedy noted with Dan's forthcoming retirement, plans to have his replacement on board before he leaves. This would allow time for the person to acclimate to the position with Dan's assistance.

The next scheduled meeting is Tuesday, March 24, 2020 at 4:00pm, Warsaw Campus Board Room.

With no further business, S. Gouldin moved for adjournment. T. Jones seconded. Meeting adjourned at 4:49 pm.