

**MIDLOTHIAN PUBLIC LIBRARY  
BOARD TRUSTEES MEETING  
October 18, 2016**

The meeting was called to order by President Becker at 7:00 p.m. Present were Trustee Baker, Trustee Ceja, Trustee Ferguson, Trustee Gray, Trustee McDermott, , and Christy Parente, Recorder of Minutes. Trustee Chiz and Director McCammond-Watts were absent.

**INTRODUCTION OF VISITORS**

Rita Sareny, Friends of the Library; Bruce Sullivan, Adult Services. Mr. Sullivan introduced himself to the board. Mr. Sullivan gave the board a brief summary of his educational and work history. The board welcomed Mr. Sullivan to the library and wished him well.

**MINUTES**

On a motion by Trustee Baker and seconded by Trustee Gray the minutes of the September 20, 2016 meeting were approved by roll call vote. 5 ayes and 0 nays. Trustee Ferguson abstained because she was not present at the September 20, 2016 board meeting.

**REVIEW OF BILLS AND FINANCIAL ACCOUNTING**

On a motion by Trustee Gray and seconded by Trustee Ferguson the financial report for September 2016 was reviewed. Total cash balance for the building account was \$94,647.71, for the reserve fund \$277.05, for the real estate fund \$678,858.79 and \$908,343.95 for the money market account. The financial report was unanimously approved by roll call vote. 6 ayes and 0 nays.

A motion to pay all October bills in the total amount of \$38,966.07 was made by Trustee Gray and seconded by Trustee Baker and unanimously approved by roll call vote. 6 ayes and 0 nays.

**COMMUNICATIONS**

None.

**LEGISLATION UPDATE**

None.

**REPORT OF OFFICERS AND COMMITTEES**

- A. Building – No Report.
- B. Finance & Budget – No Report.
- C. Board Development – No Report.
- D. Long Range Planning – Agenda Item #10 A.
- E. Technology – No Report.
- F. Policy – President Becker would like the Policy Committee to meet before the Nov. board meeting.
- G. Friends of the Library – The Friends made \$295 from the October book sale. The books are still selling in the library for the remainder of October. So far the table sales are \$190. The Friends made \$45 from Fannie May candy bars sales at the book sale. The Friends will be sponsoring the “What does your handwriting say about you” program on Nov. 3 and the craft sale will be Dec. 3.

## REPORT OF THE EXECUTIVE DIRECTOR

President Becker informed the board that the Budget and Appropriation FY 17-18 has been amended. The appropriated amount of \$1,221,405.00 has been changed to \$1,259,228.00 on the FY 2017-2018 budget.

## UNFINISHED BUSINESS

None.

## NEW BUSINESS

- A. Long Range Plan Review – Trustee Baker reviewed the committee meeting from Oct 14. The committee reviewed the 32 patron responses. Some common themes were: customer service, new technology, extended hours and a need to advertise upcoming programs more efficiently to the patrons. Patrons are becoming nomadic and the library need to stay current to keep our patrons coming to their home library. Some patrons are still looking for traditional services and noise is a concern. The committee is finished with the discovery phase and will be moving into the dream phase of getting goals on paper. The committee will meet again in Nov.
- B. Records Retention – Ms. McCammond-Watts is looking into getting approval from the state to purge some of the library's older records. Once the state gives the library approval they will tell us how often and which records can be purged.
- C. Amended Budget and Appropriation FY 17-18 - The amended appropriation will be changed from \$1,221,405.00 to \$1,259,228.00. A motion to accept the Amended Budget and Appropriation for FY 2017-2018 was made by Trustee Baker and seconded by Trustee McDermott and unanimously approved by roll call vote. 6 ayes and 0 nays.
- D. Review of *Serving Our Public* Chapter 9: Programming – Reviewed.

## OTHER BUSINESS

Trustee McDermott questioned the patron surveys that sited the lack of materials that were available and if this is due the recent weeding project or the selection of new materials not reflecting what the community wants. President Becker said she would speak with Ms. McCammond-Watts and have her clarify the weeding and ordering process at the next board meeting.

## PUBLIC COMMENTS/QUESTIONS

None.

## ADJOURNMENT

On a motion made by Trustee Ceja and seconded by Trustee Ferguson the meeting was adjourned at 7:32 p.m. 6 ayes and 0 nays.

Respectfully submitted,



Brenna Baker  
Secretary  
BB/cp