

DRAFT Minutes, Not Yet Approved

Galax-Carroll Regional Library
Board Meeting Minutes
July 16, 2018

The Galax-Carroll Regional Library Board of Trustees met on Monday, July 16, 2018, 4:30 p.m. at the Galax Public Library. Attending were trustees Mary Elizabeth Whartenby, Mimi Leonard, Janet Crowder, Dr. Samuel Luague, Sarah Price, regional library director Melanie Hemingway, and assistant director Trish Fore. Trustee Gerald Goad was absent.

With a quorum present, Chairman Whartenby called the meeting to order and welcomed all present. **Election of Officers** was held. Mimi Leonard was voted in by acclamation as Chairman for the ensuing year. Sarah Price was voted in by acclamation as Vice Chairman for the ensuing year. On a motion made by Ms. Whartenby, seconded by Ms. Crowder, and passed by the Board, **minutes** from the previous meeting of March 19, 2018 (no quorum May 21st) were approved as presented. No citizens were present with items to share.

The Galax-Carroll Regional Library **Foundation** funds as of the end of March 2018 totaled \$65,557.34:

- Total of cash deposits not yet invested is \$3,507.29.
- Total invested in preferred stock, Nextera Energy Cap, is \$9,142.70 (Galax donations).
- Total invested in mutual funds, Pimco Income Fund Class C (\$31,410.10) and Franklin Low Duration Total Return Fund Class C (\$21,497.25), is \$52,907.35 (Carroll donations).

Library expenditures for Fiscal Year 2018 were reviewed, totaling \$743,403.11, the annual budget overspent by \$8,975.60 due to underestimated building needs for Galax Public Library (a new HVAC installed) and a chargeback from Carroll County based on their annual cost allocation plan instead of the usual amounts billed for reimbursement.

The **Director's Report for March through June 2018** was included in trustee meeting packets. Average circulation for both branches combined was 9,328 items per month. The print and audio-visual collection for both library branches combined now totals 70,025 items. Patron visits for both branches combined averaged 10,614 per month, with total regional library card holders now up to 15,388.

Other Unfinished Business

Melanie Hemingway presented some **website redesign options**, including some software recommended for purchase by current webmistress Pamela Russell, and another alternative, from the Library of Virginia, for hosting a WordPress-based site for free with training how to maintain and update it (a sample test site will be made for us to consider).

The **Strategic Plan 2019-2023** is in the drafting stage; current Mission and Vision statements were reviewed.

Needs of the Galax Public Library building still include a roof that leaks in a few places during driving rainstorms, despite all repair work to patch the roof, and HVAC units that are aging out: one of eight has been replaced (the next fiscal year budget will include funding to replace three more). Security cameras need an update; quotes are being determined.

The **McCoy dedication** will take place this Fall, although a few new computers are not yet fully installed.

New Business

The **Operating Budget for Fiscal Year 2019** was presented and reviewed. On a motion made by Ms. Whartenby, seconded by Ms. Price, and passed by the Board, the Operating Budget for Fiscal Year 2019 was approved as amended.

The Library Board verified **continuing appointment** of Dr. Samuel Luague and Mimi Leonard to the Library Foundation for the ensuing year.

To answer a question previously posed by a library board trustee, the regional library does not need to become a **501 (c) (3) tax exempt** organization, as it is considered an extension of the local government agencies.

The **donation of a local art print** to the Galax Public Library raises a review of policy set back in 2013 by the Library Board. This will be tabled, for consideration at the next Library Board meeting in September.

Further updates from Melanie Hemingway included a **staff retirement** end of August that **will open a position** to start in September, and the annual audit will be taking place on August 6, 2018.

The **next regular meeting** of the Library Board is scheduled for September 17, 2018, 4:30 p.m. at the Carroll County Public Library. On a motion made by Ms. Whartenby, seconded by Ms. Crowder, and passed by the Board, today's meeting adjourned at 6:25 p.m.

Respectfully submitted: _____, Secretary

Approved by the Board: _____, Chairman