

**Friends of the Victoria Public Library (FOVPL)
Annual Membership Meeting – July 23, 2015
5:00 PM**

MINUTES

- I. Call to Order: President Gus Villalobos called the meeting to order at 5:02 PM.
- II. Invocation/Blessing: Ollie Wright [Lunenburg County Public Library System (LCPLS) Trustee] gave the blessing.
- III. Pledge of Allegiance: Gus Villalobos led us in the Pledge.
- IV. Statements & Organizational Matters
 - A. Voting Eligibility: New members approved on July 16, 2015, are ineligible to vote at this meeting.
 - B. Eligibility to be a Director: New members approved on July 16, 2015, are ineligible to run for a Director position at this meeting.
 - C. Eligibility to be an Officer: New members approved on July 16, 2015, are ineligible to run for an Officer position at this meeting.
- V. Elections
 - A. Election of Board of Directors

Lamont Brand motioned to accept the slate of nominees for Directors and Sue Wright seconded. The motion passed.

Bob Anderton and Gus Villalobos were elected for a one-year term.

Trudy Berry and Betsy Sheffield were elected for a two-year term.

Lamont Brand, Cliff Sheffield, and Sue Wright were elected for a three-year term.
 - B. Election of Officers

Lamont Brand motioned to accept the slate of nominees for Officers and Betsy Sheffield seconded. The motion passed.

All Officers were elected for a one-year term:

 - Cliff Sheffield, President
 - Lamont Brand, Vice President
 - Trudy Berry, Secretary
 - Sue Wright, Treasurer
 - C. Installation of New Officers: Gus Villalobos passed his title to Cliff Sheffield and the newly elected Officers took their positions.

VI. Approval of the July Minutes

Vice President Lamont Brand motioned to approve the June 2015 Minutes and Gus Villalobos seconded. The motion passed.

VII. Approval of the August Treasurer's Report

When questioned, Treasurer Sue Wright reported that donors receive a thank you letter as well as a record sheet at the end of the year showing the total donations they made for the year.

Betsy Sheffield motioned to approve the July 2015 Treasurer's Report and Lamont Brand seconded. The motion passed.

VIII. Organizational Reports:

A. Victoria Public Library (VPL) Report: President Cliff Sheffield reporting.

1. Meeting Use Forms are required for each meeting. He submitted the forms and reserved the library meeting room for FOVPL regular membership meetings on July 23, August 27, September 24, October 22, and November 19 from 5:00 PM until adjournment. Additional/annually occurring dates are discussed in New Business.
2. Donna Pulliam, Libraries Supervisor, would like the Friends to sponsor and handle all arrangements for the Bat Program. Cliff Sheffield will take point on this event. See Old Business.
3. Donna would like one additional day of cleaning per week for \$100 per month. The Board will discuss this in New Business.
4. Cliff expressed to Donna our desire that she attend our meetings. She said she will try, but if she can't make it, she will email goings on, i.e. her needs, circumstances, etc.
5. Each week, Donna will accept two boxes of books that are currently stored in the Caddis building to sort through. Books that she decides not to re-shelf she will store for future disposition, e.g. book sale, outreach program, etc. Further discussion is under New Business.
6. LCPLS Trustee Ollie Wright will discuss at the next Trustee meeting the policy that governs library personnel selling fundraising tickets for the Friends during regular library operating hours.
7. Cliff inspected the shed and it is full. More discussion is in the New Business section.

B. Directors Report

1. New Members Accepted

The Board approved sixteen new members at their Directors meeting on July 16, 2015. If there are membership cards on hand, they might be issued; otherwise, issuing membership cards is passed over.

2. Membership Renewals

Eight members submitted their renewal membership applications. Again, if there are membership cards on hand, they might be issued; otherwise, issuing membership cards is passed over.

3. Charter and Bylaws

- a. Terms of Office for Directors now reflect the charter directive: one-third serve one-year terms, one-third serve two-year terms, and one-third serve three-year terms.
- b. Membership Eligibility and Age to be a Director should be addressed by a Bylaws Review Committee to reflect the charter directive and best practice. See further discussion in New Business.

C. Grand Opening Refreshments and Door Prizes

Betsy Sheffield provided a list of the 17 winners of the door prizes. Some have not picked up their prizes; she will call the winners one more time.

D. Liaison

1. Relationship of Friends to Library

The LCPLS Board of Trustees sets policies, oversees the hiring and firing of employees, and the Friends raise awareness of the library and raise money to help fund programs and provide necessities. However, there is some concern that policies may hinder our fundraising efforts.

2. Books at the Caddis building: Put back in system or Friends hold a book sale fundraiser at Autumn Days. See New Business.

3. Shed owner: Purchased by previous VPL Branch Supervisor; given to Friends by SRL Director. See New Business.

E. (Final) SRL Trustee Report

Trustee Ollie Wright stated that SRL was \$100 over budget on a line item and that Lunenburg County covered a \$400 Southside Regional Library (SRL) System expense that was not attributable to the county, but to help balance the Director's budget. Rather than continue with the pursuit of a forensic audit, the Trustees will rely on the exit audit to determine any anomalies and to ensure that SRL resources are divided equitably between the two counties. [See discussion in Old Business.] They are also working on a way to capture the use of wireless Internet access, which includes use of a passcode and no access outside of library operating hours.

F. LCPLS Trustee Report

Trustee Ollie Wright stated that the new Internet system is faster, they received \$41,000 in State Aid and the first quarter allocation from the county, and they will receive the second quarter allocation at the end of the month. They received contributions from the Library Friends groups and civic organizations.

IX. Request for Additions or changes to the current agenda: *added items in italics*

X. Old Business

A. Unfinished Business from Last Meeting: Monetary gift to library personnel

Treasurer Sue Wright reported that, under SRL personnel changes, two VPL employees lost 8 ½ hours per week for 26 weeks, at \$7.25 per hour, totaling \$1,602.25 each. Per previous meeting discussions, the Friends can give each employee a \$1,500 gift. See New Business discussion.

B. Silent Auction during National Day of the Cowboy on July 25

We have 16 donors and 43 items. We received the \$134.38 bill for the ad. Secretary Trudy Berry requested we pay Bob Anderton \$40 for the signs he made for this event since he has already donated two sets of signs for us. Gus Villalobos motioned that we pay \$40 and Lamont Brand seconded. The motion passed.

Lamont and Trudy will bring the auction items to the library. They will be joined by Betsy and Cliff, and others, to set up the meeting room following the Trustee meeting. Betsy and Cliff will be at the library at 8:30 in the morning to accept the donated baked goods, and Lamont and Trudy will be there as soon as possible.

The built-in DVD player on the TV is inoperable and it was suggested we purchase a DVD player to show the cowboy movies and for future use. Trudy Berry motioned we allow Ollie and Sue Wright to purchase one and the appropriate cable, and Lamont seconded. The motion passed.

C. Funding “Bats” Educational Program

As discussed under Organizational Reports, Donna would now like the Friends to not only sponsor, but also handle all arrangements for, the Bat Program. Cliff Sheffield will contact Victoria Elementary School (VES) and the Friends of the Ripberger Public Library (FORPL) to see if they want to do the same for Kenbridge Elementary School (KES).

D. High Tea Fundraiser

Aggi Villalobos will Chair this event, to take place in May or June 2016, pending the findings regarding the sale of tickets.

E. *Forensic Audit of SRL*

Lamont Brand pointed out that we had called for a forensic audit. Trustee Ollie Wright stated that we had asked the Lunenburg County Board of Supervisors to request a forensic audit, as a means to separate from SRL, and that the Friends Board had approved paying for the audit. However, since we are now separated, the need for a forensic audit has probably been overcome by events.

XI. New Business

A. Discussion of the Library Meeting Room

1. Everyone using the meeting room must submit a Meeting Room Use Form.
The Town owns the VPL building, but does not require any special requests or issue any permits to hold fundraising events in the meeting room.
2. Cliff has reserved, or will reserve, the meeting room on an annual basis (reservations submitted at least quarterly) for:
 - a. The fourth Thursday from January through October and the third Thursday in November, for our meetings from 5:00 PM until adjournment.
 - b. January 6 for our Twelfth Night Reception from 6:30-8:30 PM.
 - c. National Day of the Cowboy the fourth Saturday in July (July 25, 2015 and July 23, 2016) for our Silent Auction and Bake Sale fundraiser from 9 AM to 3 PM.
 - d. *Autumn Day the third Saturday in October (October 17, 2015 and October 15, 2016) for our International Dinner fundraiser from 9:00 AM to 4:00 PM.*

B. Bylaws Amendment

Lamont Brand will Chair this committee and Trudy Berry will sit on it as well as seek other volunteers from among the new members. Donna advised that children aged 6 can get their own library cards, but recommends that they get books on their parents' cards. This requires a Bylaws change, as it is not recommended that 6-year olds become members of FOVPL.

Teachers get special "teacher" library cards to check out books for their students.

Cliff Sheffield will check the Library of Virginia (LVA) website for guidance on library and Friends policies.

C. Capital Campaign Fund (CCF)

Pending coordination with Trustees and Town Council on continuation of building addition project, Trudy Berry suggested that all future fundraisers, except bake sales, be earmarked for the CCF (or Building Fund).

1. International Dinner Fundraiser: Pending the feasibility of selling tickets, we need a volunteer committee to coordinate this event for Autumn Day on October 17 and annually beginning October 15, 2016.
2. Book Sale Fundraiser: Pending the disposition of books that Donna does not re-shelf or she or we do not donate to an outreach program, we need a volunteer committee to coordinate this for Autumn Day in the Railroad Park on October 17.
3. High Tea Fundraiser: Pending approval, funds raised will go toward the Building Fund.

D. Request to reimburse/share paper and printer ink toner expenses with Gallion-Elder Insurance Agency

Trudy Berry does a lot of printing for Friends at her place of work owned by Carmen G. Taylor and would like to reimburse Carmen for her expenses. Gus Villalobos motioned that Friends purchase a case of paper and an ink cartridge, and Betsy Sheffield seconded. The motion passed.

E. Bake Sale policy

Wanda Hamlett previously advised that school policy states that students cannot visit the library solely for a bake sale; therefore, Trudy Berry suggested we coordinate with Donna to arrange a program in the library on the days we have bake sales.

F. Children's Story time for children not in school: Need a volunteer committee to coordinate a regularly scheduled story time hour with Donna. This item was tabled for the next meeting.

G. Upcoming Activities

Betsy Sheffield re-introduced the programs we would like to pursue, such as Scary Story Night. This item was tabled for the next meeting.

Betsy reported that Aleisha, a VPL employee, is in charge of children's programs and we would coordinate activities with her.

H. Monetary Gift to the two VPL employees

Per earlier discussion, and prior approval, Sue Wright motioned to give each of the two employees a \$1,500 monetary gift and Lamont Brand seconded. The motion passed.

I. Funding an Extra Day of Cleaning

The \$100 per month would be given to the VPL and then disbursed to the employee. The Trustees, as employer, would oversee the tax deductions.

J. Books Stored in the Caddis Building

Lamont Brand will pick up two boxes of books on Monday and get them to Donna. Cliff Sheffield would like to see some books that are not re-shelved go to Meherrin to service the population there. Pending Trustee approval, Friends can work with the Meherrin Fire Department to set up a space to place books. Alternatively, we can arrange to build a covered lending box.

K. *Shed*

The shed was built through the coordination of a previous Library Branch Supervisor, Betty Cox, and subsequently given to Friends by the SRL Director, Leigh Lambert. Since there is some question regarding the Director's authority to give the shed to Friends, the consensus of the Friends is to stipulate that the shed belongs to the VPL.

There is concern that Friends have nowhere to store their items, such as cooler, sandwich board, paper goods used for Friends events and activities, yard sale/book sale and silent auction items, etc. Cliff Sheffield will have a professional look at the basement area to determine whether it can be better weatherproofed against water seepage, if a platform can be built to keep stored items above the water line, and if shelves can be erected.

XII. Closing Business: None

XIII. Any and all other business to come before the Board: None

XIV. Adjournment

Lamont Brand motioned to adjourn and Trudy Berry seconded. The motion passed. The meeting adjourned at 7:00 PM.

Attendance List

Members

Cliff Sheffield, President
Lamont Brand, Vice President
Trudy Berry, Secretary
Sue Wright, Treasurer
Betsy Sheffield, past Vice President
Gus Villalobos, past President

Guests

Ollie Wright, Trustee
Claude Otey, Trustee