

**Friends of the Victoria Public Library (FOVPL)  
Membership Meeting – 17 November 2016  
5:00 PM**

**MINUTES**

- I. Call to Order: Lamont called the meeting to order at 5:03 p.m.
- II. Invocation/Blessing: Dispensed with.
- III. Pledge of Allegiance: Dispensed with.
- IV. Requests for Additions to the Agenda: None.
- V. Conflict of Interest Statements and Organizational Matters: None.
- VI. Approval of the 27 October 2016 Minutes: A motion and second were properly made to approve the 27 October 2016 Minutes. The motion passed. The Minutes were approved.
- VII. Approval of the 17 November 2016 Treasurer's Report: In the absence of the Treasurer, there was no Treasurer's Report to present.
- VIII. Organizational Reports

A. Library:

Santa will be in the library during Small Town Christmas. The transfer of deed to the building and grounds from the Town of Victoria to LCPLS has not been finalized. Once the deed is transferred, Alicia would like to talk about funding for emergency lighting and light/fan assemblies. They have instituted a password policy to log on to the Internet. It will be changed every few weeks. Patrons must get the password to use the Internet outside the building and during non-operating hours. She has had complaints of loitering. Alicia is offering basic computer tutoring at both libraries. She was displeased with the cleaner, so has found a professional cleaning service that she is trying out for a week. They charge \$50 per week. She cannot attend our meetings, so she will continue to meet with the President to give reports and updates.

B. Board of Trustees:

The Trustee Chair presented, at the 8 November meeting of the Victoria Town Council, a proposed agreement between the Town and LCPLS to transfer deed of the library building and grounds from the Town to LCPLS.

The idea was born in March, when the Trustees found out they were to receive carryover funds from Southside Regional Library System. When the funds came to the Trustees through the County, the Trustees discussed with the Victoria Town Manager that if LCPLS occupied the building and had total

control of the property—the building and grounds, etc.—the Trustees would reserve funds to pay major improvements. This year, they have put in over \$8,500 in improvements in the building—air conditioner, blinds, emergency electric work, repainted the building, etc.

On 23 September, the Trustees agreed to accept the building and grounds as a gift, for the sum of \$10, with the understanding that the Trustees will do all major improvements—they paid to have the building inspected—except for the payment of electric, propane, and grounds maintenance (snow and ice removal, etc.). They will even take on the cost of the \$900 insurance.

The Trustee Chair stated this presentation was a brief overview of the original agreement where they discussed reserving funds. This takes away the reserve money. In two to three years, the roof needs to be redone, a couple of furnaces are 23 years old, they replaced an air conditioner, they redid some line that a squirrel had chewed threw. They replaced some carpeting (funded by Claude Otey and his Saturday Night Music group, and the Friends of the Victoria Public Library) and there is a safety issue in the back hallway floor. The building is not ADA (Americans with Disabilities Act) compliant.

The Trustee Chair advised that they have a very tight budget; a few employees are just beginning to get a little raise, they need computers, they have expensive Internet services. In the beginning, they offered to enter into this agreement with what they can financially afford. If the Town was to cap the amount of utilities payment and the Trustees do not have the money to pay anything over that, they will just shut the door to the Victoria Pubic Library.

The proposed agreement is with the understanding that LCPLS has total control of the building and grounds. The Council approved the agreement with the addition of two changes: give the Town the option to take back the property should LCPLS decide to get rid of it, and allow the Town to review the cost of utilities annually. The Town pays and, under this transfer agreement, will continue to pay utilities.

## IX. Old Business

- A. Commercial Crime Coverage: Tabled until the Treasurer can report on the proposed policy.
- B. 501(c)(3) Application: We received a letter from IRS stating that if they received everything they need, it will take up to 90 days to render a decision. If they need more information, and our application is given to a specialist, it can take up to 180 days to get a decision.
- C. Christmas Parade Float: It was decided, by consensus, that we will purchase sheets to cover the trailer and drape over the sides, and other materials needed for the decorations. Line-up is at 2:00 p.m. starting at Shade Street.

D. Tax Report and Audit: Our 2015 tax report must be filed by March 2017, but we agreed at our last meeting to file it this month so as not to jeopardize our 501(c)(3) application. We have to find someone to perform the audit of our books. Lamont will call Sue and ask her to file the report and call Marker's Tax Service. If they do not perform book audit service, call Coffee's Tax Service. Both are in Kenbridge.

X. New Business

A. Library Report

1. Status of flooring: Alicia is getting two more estimates. When she presents them to us, we will discuss funding.
2. 12<sup>th</sup> Night and other events: The meeting room reservation form has been signed and Alicia will let everyone know to keep their Christmas trees up until after this event. Lamont will let Gus know so that he can start planning this event.
3. Display Cabinet: Alicia is interested in getting a more permanent display cabinet. When she finds what she wants, and presents us with a request, we will discuss funding it.
4. 1<sup>st</sup> Quarter 2017 (Jan – Mar) Cleaning Fee: Lamont will ask Sue to send a \$300 check to LCPLS for our cleaning donation for January through March 2017. If Alicia presents us with a request for additional cleaning donation funds, we will discuss approving it.

B. Recognition Awards: We agreed that we will recognize outstanding supporters of the Victoria Public Library at our 12<sup>th</sup> Night Reception.

XI. Other Business by Members: None.

XII. Adjournment: A motion and second were properly made to adjourn. The motion passed. The meeting adjourned at 5:53 p.m.