

**Lancaster Community Library**  
**Board Meeting: January 21, 2010**  
**Next Meeting: February 18, 2010**

**Present:** Marvin Boundy, Deborah Evans, Joan Henderson, Howard Hanchey, John Hodges, Jennifer McCann, Barnaby Roberts, Peggy Stalnaker, Library Director Lindsay Gardner

**Absent:** CJ Carrter, Kerley LeBeouf, Greg Powell, Sibley Towner

The meeting was called to order at 5:10 pm by Deb Evans in Kerley LeBeouf's absence.

**Director's Report:** Lindsay Gardner encouraged the Board members to attend Sundays at Two. Attendance has been excellent with 65 to 75 people each Sunday.

Lindsay was extremely pleased with the outcome of the lottery, which was a group effort of the Board and volunteers. Using google.docs enabled the Board to seek those who had participated in past years.

The new software turned out to be a non-issue as staff and volunteers have adapted quickly. TLC did not perform as expected, but Jerry Hamm helped fill in the gap. Jerry has announced he will retire in June as the technology co-coordinator. (See attachment for job description.) Lindsay Gardner stated that she will ask the County, as well as the Town of Kilmarnock, for additional funds to assist with hiring of a tech person; a position that would eventually become full time with desk work added. The going rate for a tech person is \$12 per hour. However, Lindsay will continue to look for volunteers.

Friends of the Library will hold a third book sale the end of January. The Friends is a support group for the library, which earns approximately \$10,000 each year for the library. They collect approximately 10,000 books for the Gigantic Book Sale and start from scratch each year. The last book sale earned \$4000 and \$1000 was given to the Storymobile fund. Lindsay has requested funds for Children's DVDs as the library holds 700 adult DVDs but only 100 for children. She has also requested funds for playaway digital audio books and die cuts and storytelling aids for the children's librarian and the Storymobile. The Friends has also provided funds for a standing sign holder. Lindsay encouraged the Board to assist the Friends at the January sale. If anyone knows of a place that would like the books the Friends do not sell, contact Paul Mahoney. (See attachment for further details.)

Deb Evans requested a motion on the December minutes. Peggy Stalnaker moved the minutes be accepted, and Joan Henderson seconded the motion, which passed unanimously.

**Treasurer's Report:** In the first half of the year, contributions of \$88,000 were received, but \$75,000 were directed to the capital campaign and placed in an account for the campaign. Unrestricted funds of \$9,000 were received.. Investments continue to perform better and rose \$400,000 since July.

The operating expenses have been \$143,000 more than budgeted; however there is no great need for concern as only \$155,000 has been removed from the endowment, less than it is permissible to remove. Lindsay Gardner addressed expenses for maintenance, which have been over budget. Three toilets were replaced, and the leaking roof repaired. An old building is expensive to maintain.

The auditor's letter (See attachment) was received in January for the audit done in July at the cost of \$13,000. Peggy Stalnaker suggested the Board investigate a new auditor, and this idea was supported by the Board. The letter stated there were no difficulties with the management, but two negative comments are factually in error. The report stated that "the Treasurer permitted access to the accounting software without management oversight." Also, "the accounting software is maintained on a computer without password protection...". Marvin Boundy has written the auditor with regard to these matters, explaining the lack of validity with regard to the two major negative comments.. (See attachment)

**Lottery:** The Board reached many past purchasers and sold 587 of 600 tickets. An inspector from the Gaming Commission was present at the drawing. The inspector noted four violations, two of which were minor. Use of credit cards and the necessity of being present at the drawing were addressed and cleared. Peggy Stalnaker brought refreshments to the Board meeting to celebrate a successful lottery.

**Capital Campaign:** The Board will learn if it will receive the duPont grant in mid-February. Barnaby Roberts noted that \$25,000 has been promised for the Capital Campaign. Peggy Stalnaker suggested that the Board look into grants from industry such as Verizon, Sun Trust and Bank of America among others. Barnaby said this will be appropriate around September after the case study is done. ON February 18, Lisa Freeman will give a comprehensive breakdown and schedule for the feasibility study. It is imperative that all Board members attend this meeting. The Board needs to consider the following: Who are a few significant members of the LCL community to invite to the kick-off meeting. Consider candidates for the interviews for the feasibility (Do not ask anyone, yet.) and what should be the essential components of the summary case study. Also, the Board should consider hard questions to which they might be asked to respond such as why not just renovate or why do we need an expanded shelf space since kindles are now so popular.

Jennifer McCann moved to adjourn the meeting at 6:20, and Howard Hanchey seconded the motion, which passed unanimously.

**Electronic Documents:** Agenda for January 2010, December 17, 2009 Minutes, Director's Report, Circulation and Attendance Report, Monthly Circulation Report

**Paper Documents:** LCL Operating Income and Expenses, LCL Position Description for Technology Specialist, Letter from Auditor, LCL Investment Summary, Friends Proposal  
December  
2009

Respectfully submitted,

Adrienne L. Green