

**BOARD OF SUPERVISORS
REGULAR MEETING
JANUARY 22, 2013**

At the regular meeting of the Board of Supervisors of Floyd County, Virginia, held on Tuesday, January 22, 2013 at 7:00 p.m. in the Board Room of the County Administration Building, thereof;

PRESENT: Case C. Clinger, Chairman; Virgel H. Allen, Vice Chairman; J. Fred Gerald, Joe D. Turman, Lauren D. Yoder, Board Members; Daniel J. Campbell, County Administrator; Terri W. Morris, Assistant County Administrator.

The Chairman called the meeting to order at 7:00 p.m. with the reading of the handicapping statement.

At 7:00 p.m., the Chairman called for the public Comment Period.

After no comments from the audience, the Chairman declared the Public Comment Period closed.

Ms. Paula Alston, Director and Ms. Ann-Margaret Shortt, Chairman of the Board of Directors, for the Montgomery-Floyd Regional Library, next appeared before the Board.

Ms. Alston presented a copy of the Library's Annual Report for FY12 for the Board's information. She also reported:

Presented copy of the FY14 budget request and thanked the Board for their support of the library and its staff. The Jessie Peterman Library is very heavily used and the staff does an excellent job. We've been hit hard the last couple of years in the library field, trying to figure out how we can handle the demand for e-books. The publishers to-date are not playing nicely with libraries in terms of making all the content that they publish available to us in e-books. So we've had difficulty being able to provide enough content to the patrons. That is one of the many issues that we're dealing with in library land. That's nation-wide. What you have in front of you is the budget as submitted to Mr. Campbell last week. You'll see two different columns. The first column is the budget that we're operating in now, the FY13 budget, and the line items that we've put our money into. We have two columns for the proposed FY14 budget. The first one is showing an increase, a slight one of about \$4000, and this is to handle some of the line items like telephone, gasoline, group life insurance, all of these have gone up over the last three years. The column on the far right is requesting a 3% increase for staff members.

Ms. Shortt – Paula has been in conversation with Terri and we think we have our figures correct. The County employees got bonuses in FY12 except library employees. And also, for FY13, the County employees got a 5% raise to offset the VRS increase. Again, if I understand correctly, that was money given additionally to each department budget. Floyd County library employees got their VRS increase covered, except that money came out of our book budget. We haven't been given any extra money to give our employees raises or bonuses. They got the VRS

covered but it came from books. And also, Paula and I were talking, apparently there was an unwritten agreement with George Nester, a previous County Administrator, who, when the library formed, there was talk of Floyd County employees being given the same salaries based on the scale of their equal partners in Montgomery County. George Nester requested that Floyd County employees not be on par with Montgomery County employees who make more. So the Floyd County employees make less than their counterparts at the other two libraries in Montgomery County.

Mr. Campbell – I think that the Floyd County employees in general make substantially less than Montgomery County employees.

Ms. Shortt – because it is a Montgomery-Floyd Regional Library, it is a really tied-in system. The employees are doing the same jobs but at a different pay scale. The fact that they haven't gotten the bonuses and the VRS match had to come out of the book budget. That's why we're asking for a 3% raise for our budget this year. There were two different things, a bonus..

Ms. Morris – it was not a bonus, it was added to their salary. Two different amounts, a flat amount for employees making less than \$30,000 and a flat amount for those making above \$30,000.

Ms. Shortt – we're not sure why the library people got left out.

Mr. Campbell – in the Library's budget, the Board makes a lump sum appropriation. They are not our employees in terms of payroll, which is the reason. The Board makes the appropriation and the Library Board determines how to spend it.

Ms. Alston – we would like for them to be considered as your employees. They are governed by Floyd County but fall under the Montgomery County umbrella for training and they are our fiscal agent and their paychecks are cut by them.

Mr. Campbell – our employee regulations/handbook defines the employees of the County and we go back to that policy. The various departments are included in that and the Library employees are not on our payroll and under our personnel regulations.

Ms. Alston – are we considered an outside agency?

Mr. Campbell – yes. I'm just going back to our personnel policy which I try to administer as equitably as possible. We have a file for every employee that comes under that domain. Your employees are not part of that, thus, the lump-sum appropriation. These things can be changed but that is the system that we operate under right now.

Ms. Alston – concerning the proposed budget – we put our money in this format because this is Montgomery County's format and easier for the Library Board to see where we've spent the money. The first section shows you the revenues, where the money comes in from. We do get a donation from the Town of Floyd each year and they've been very generous with us. We budget \$3000 but in the last 2-3 years they've given us \$5000. We take that extra \$2000 and put

it straight into the book budget when we get it. We don't budget for it at the front of the fiscal year. We do get State Aid through the Library of Virginia. The amount that we get is split between the two Counties. The percentage that we use is 85/15, Floyd 15. We came up with that formula around 10-12 years ago based on the circulation that the system does. At the time, Floyd's circulation was about 15% of what the system did at the time. Currently, it is probably closer to 18% but I can remember 85/15 so that's the percentage is. So the State Aid is split, 85% for Montgomery County and 15% for Floyd County. Of course, the State Aid like every other amount of money that the localities get from the State has gone down in the last 3-4 years. We've lost over \$60,000 from the State. So that is a significant amount in our budget that would allow us to do a lot more with e-books and various other formats. We do add our fines and copies that people make to our budget. Where you see the regional salaries minus \$64,000, we do charge Floyd County for 15% of the regional salaries. These are people on my staff but also administer library services to Floyd County. So it is 15% of my salary, IT person, the cataloger, the Children's Librarian who comes to Floyd once a week, all of those regional employees. Down below under expenses, you'll see the salaries for our two full-time employees and you'll notice that we're asking for the 3% there. Our part-time salaries, we have six employees. Their benefits are the next group of line items. We had a little bump up in the group insurance last year, tied to VRS. Everything else stayed fairly close to what it was this year. The bulk of our money for services is the next group of line items. We've been able to keep our postage pretty even keel even though stamps continue to go up. The bulk of that is the rental on our postal box. You'll see an increase of around \$2100 in the telephone line item. That's because we've had to do some infrastructure upgrades. If you look at the last sheet in the packet, you'll see the line item details. We had four different telephone systems in the four libraries; the buildings were not tied together. We were dealing with both Verizon and Citizens. We had difficulty calling in between the libraries so we needed a new phone system in two of the four libraries anyway, so we went with Citizens. We're putting them all under one umbrella, one system that governs all four libraries. We're also finding it necessary to increase our band width so this also shows an increase from 15 M to 20M in our fiber and eventually 25 M so we can handle high-speed internet more readily. Our e-mail server was circa 1990 so we needed to increase that. All of our e-mail and web site hosting was done by bev.net and they are getting out of that business so we had to find a new provider, so it has gone up a little bit. The new maintenance contract is showing for the VOIP system that we're installing soon. Our web hosting, we got that for pennies from bev.net and the new provider will cost a little more. The increase in band width from 20 to 25, so that shows a cost to the Floyd Library of \$2200 total. So all those are things that we found necessary to improve our infrastructure. I think everything else is pretty much the same. A little more in gas, we have no money in travel or training. Whatever training our Floyd County employees receive is either webinar or provided by Montgomery County. The book budget is the line that is isolated. A library the size of Jessie Peterman should have a standing book budget of at least \$50,000. We start out the year with a base amount of \$24,100 and then we pray that we have money left over from the last fiscal year to roll into that. Sometimes we do, we've been lucky for the last couple of years because we've had vacancies, we pay for that on the other end, so we've had money left in our salary line item. We try to be very conservative when it comes to things like office supplies, anything where we can save and use the money for the next fiscal year's book budget. We also have open purchase orders for most of our library materials and we put money in those purchase orders all year long because we buy books all year long and then at the end of the fiscal year, we roll it into the next fiscal year. We show that as an

increase to our book budget. For the last couple of years we've been lucky because we've ended up with about \$20,000 that we've been able to roll into the book budget. So we started our book budget by August 1 anywhere from \$45,000 – 50,000. Each year we have that little prayer that we have some roll-over money. If we had to start and end the fiscal year with \$24,000 that would barely cover our magazine subscriptions, newspaper subscriptions and a few standing orders that we have. Standing orders are the materials that we get automatically without ordering such as authors that are really popular and some of our AD items. If that was all we had to spend without having any rollover money, I think we'd hear some serious complaints from our patrons because they'd be seeing almost zero in each of those.

Supervisor Allen questioned the gasoline costs since we have no vehicles.

Ms. Alston – we do have two vehicles. We have a van that goes between the four libraries five days a week to deliver materials such as new materials, supplies, books that are returned to the other libraries. If you check out a book here but you happen to be in Christiansburg and want to drop it off at that library, we're going to get it back to Floyd.

Supervisor Allen – I just noted that there was no vehicle maintenance expense listed.

Ms. Alston – we let Montgomery County take care of that. We don't know what that figure is until they bill us at the end of the year. They change the oil and do minor maintenance. We also have a little Ford Focus that's about 16 years old that our IT person and Children's Librarian share to get out here or to Meadowbrook.

Chairman Clinger questioned the number of items checked out on the annual report – was this for all libraries?

Ms. Alston noted that it was. The number of items checked out at the Floyd library is approximately 60-70,000. We don't buy titles once, sometimes three-four times. We buy them in regular print, large print, on cd, on e-books and download for audio. One title, five times. That takes a lot of money right out of the book budget. We do pick and choose as to which ones we obtain in all five versions. We rotate the books within the four libraries also, leaving one at each library for a few months. We don't often buy copies for every library unless it is a very popular author.

Supervisor Allen – has there been a big demand to extend the hours?

Ms. Alston – we've got great patrons. There was some grumbling in the beginning when we cut the hours but they seem to have adjusted. They would support it if we were able to extend the hours but they seem to know the hours. On Tuesdays and Thursdays when we're open until 7, they are there after 5. The Saturday hours, I think that's where we heard the most complaints in the beginning. Now that it has been almost two years, I think they have adjusted.

Supervisor Yoder complimented the Library staff and Library Board on their work and how they operate the library system. Have been very impressed with the operation.

Mr. Campbell questioned the amount of the State Aid grant?

Ms. Alston – Around \$227,000 this year. We can all see the effects of the State cuts over the last two years. There were some serious consequences to what would have gone into our book budget mostly.

Chairman Clinger questioned if she and the Library Board had ever considered charging for a library card.

Ms. Alston – we can't. State Code will not allow us. Library services have to be free in order to receive State Aid. It is what is called core services which are checking out items, providing meeting rooms for non-profits. We can charge for printing and making copies, postage fee for an intra-library loan. Core services have to remain free.

Supervisor Allen questioned the library fines for late books. Ms. Alston explained the process to the Board and how the charges are assessed.

Ms. Alston – in reference to questions about increased electrical usage, the extra charges seem to be coming from the heating systems. When we renovated the building and added on in 2008, we didn't do much to the existing building. We had enough money to re-carpet, paint and get some new furniture but we didn't do anything with the heating unit. There are two units that govern that side of the building, both 28 years old. The one that does the heat for the genealogy room, apparently the only way to get heat is to run on emergency power which really increases your energy costs. The machine that covers the rest of the old part is held together with spit and vinegar and I think Kenny is running out of both. I think it is time to replace both of those units hoping it will cut down on the huge electric bills that you've been seeing.

Mr. Campbell noted that Kenny has talked to two contractors and there appears to be no salvage value and calls for replacement. We are getting prices for replacement units and should have those in the next few weeks.

In reference to the budget, Ms. Alston noted that they were presenting two proposals. One is for \$209,136 which includes only the increases that we've seen for our telephone line item, gas and a few other line items such as insurance. As a minimum, that is what we'd really like to receive. The 3% proposal is something that the staff deserves and I'd like to ask you to consider that amount of \$213,466. We wanted to give you two options.

Mr. Campbell noted that in the last two years, the State reductions were not passed onto the library. The Board spared the library of those State cuts and took the cuts from one area.

Dr. Kevin Harris, School Superintendent, next appeared before the Board. He reported:

- Presented copy of the School Board meeting highlights from January 14, 2013.
- Membership for December 2012 was at 2024, budget is based on 2017. Student attendance has been lowered due to the flu epidemic.
- The School Board voted to continue their contract with the VSBA Policy Services for updates of various school policies.

- School farm – lease purchase agreement is pending, hope to have something going by the spring. We have picked out the area that we would like to use. We will be one of only three divisions in the State with a school farm.
- Working in conjunction with the Bank of Floyd for a Floyd County Teacher of the Year Program. The Bank will provide \$2500 as a cash award to be split equally between the Teacher of the Year and the school that they work in.
- Received SOL scores and they were very good. World History I had some lower scores which we will work to improve – this was the first year we’ve taught this class.
- We had 43 people speak at the public hearing we had on the budget initiatives. There were probably 200 people there in total. They commented on things that they wanted to address in this year’s budget process.
- Prior to the budget public hearing, I talked with our Board about three main goals: compensation improvement for teachers/staff; reduction of class sizes due to loss of 30 positions over the last three years; maintenance and transportation improvements. We hope to have the results of the transportation study soon; it was completed today by the independent contractor. Maintenance needs include HVAC compressors (10) that need to be replaced, tennis courts repairs, and parking lot repairs.
- Will be in Richmond next two days, one day for the Virginia School Board Association meeting and one day to meet with our legislators.
- After discussion, it was the consensus of the Board to reschedule the joint meeting with the School Board on February 13, 2013 at 6:00 p.m. at the School Board office.

Agenda Item 5 – Approval of monthly disbursements.

On a motion of Supervisor Gerald, seconded by Supervisor Yoder, and unanimously carried, it was resolved to approve the monthly disbursements as presented.

Supervisor Yoder – aye
 Supervisor Turman – aye
 Supervisor Gerald – aye
 Supervisor Allen – aye
 Supervisor Clinger – aye

Agenda Item 6a – Draft policy for building permit fees for tents. Mr. Campbell presented a draft policy as per the Board’s request to enact a building permit fee for tents over 900 square feet. He noted the different rates for residential vs. commercial tents. He and Building Official Bolt suggest a flat fee of \$25 plus \$0.02/square foot over 900’ for residential tents and a flat fee of \$50 plus \$0.10/square foot over 900’ for commercial tents.

On a motion of Supervisor Allen, seconded by Supervisor Turman, and carried, it was resolved to adopt as policy, the proposed building permit fees for tents: Residential - \$25 flat fee plus \$0.02/square foot over 900’; Commercial - \$50 flat fee plus \$0.10/square foot over 900’.

Supervisor Yoder – nay
 Supervisor Turman – aye
 Supervisor Gerald – nay
 Supervisor Allen – aye

Supervisor Clinger – aye

Agenda Item 6b – First CDBG Public Hearing. Mr. Campbell noted the requirement of two public hearings for the CDBG grant application due on March 27. The first public hearing will be on January 31 here at the Administration Building to explain the program, solicit suggestions for projects such as areas or types. This application will focus on the New Town neighborhood project to include housing improvements, infrastructure and sidewalk improvements and storm water improvements. The second public hearing will focus on the direct project included in the application. At the March Board meeting, we'll be asking for the Board's consideration of a resolution supporting the project.

Agenda Item 6c – Equipment Committee update. Mr. Campbell noted that Supervisors Yoder and Turman are both participating on this committee to review fire and rescue equipment needs. The committee has met once and developed a survey instrument which has been sent to all stations for completion on each vehicle. Will be having several more meetings for discussion.

Supervisor Yoder commented that Station #3 Fire members had split up into groups and reviewed/scaled each piece of equipment. The members were very complimentary of the exercise/process.

Agenda Item 6d – FY14 budget public input/hearing. Mr. Campbell questioned the Board's interest in having some type of pre-budget public hearing to receive citizen comments on what they would like to see in the budget. This would be along the same format as the School Board's hearing last week. It was the consensus of the Board to have the public hearing at the Board's February 26 meeting. They noted that there would not be a draft document for public review, that this hearing was only for items that citizens would like to see in the budget.

Agenda Item 6e – Update on wind committee. Mr. Campbell noted a Wind Energy Summit will be held on January 31 from 2:30-5 at Wytheville Community College if any Board member is interested in attending.

Supervisor Yoder reported that the Wind Committee has met as a group and also have gone on two tours of facilities. They are working with Delegate Rush for legislative flexibility in siting decisions. Have another meeting scheduled in February.

On a motion of Supervisor Yoder, seconded by Supervisor Gerald, and unanimously carried, it was resolved to adjourn to February 12, 2013 at 8:30 a.m.

Supervisor Yoder – aye
Supervisor Turman – aye
Supervisor Gerald – aye
Supervisor Allen – aye
Supervisor Clinger – aye

Daniel J. Campbell, County Administrator

Case C. Clinger, Chairman, Board of
Supervisors