

HENRY COUNTY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
McDonough Public Library
October 6, 2014
5:30

- Indicates action taken

CALL TO ORDER

- Chairman Gordon Baker called the meeting to order at 5:34 pm. Library board members in attendance were Mary Scroggs, Kathy Gilbert, Rita Bailey, and Marianne Morfoot. Library staff members in attendance were Director Carolyn Fuller, Assistant Directors Pam Bagby and Jennifer Lautzenheiser, and Financial Clerk LaDonna Poole.

APPROVAL OF MINUTES

- The September Minutes were accepted on a motion by Marianne Morfoot with a second by Rita Bailey.

DIRECTOR'S REPORT

Carolyn Fuller, Kathy Pillatzki, and Jennifer Lautzenheiser attended GaCOMO in Augusta. While at COMO, Carolyn met with Merryll Penson of GALILEO. There is a possibility that language learning software might be added to the list of databases available through GALILEO. Fortson Public Library Branch Manager Tangela McKibbens was honored with the 2014 GLA Paraprofessional Grant.

- The board would like to congratulate Tangela McKibbens for her outstanding and creative service which resulted in the receipt of the 2014 Paraprofessional Grant from Georgia Library Association. The grant provided registration and travel to attend the GLA/SELA COMO Conference Oct 1 – 3 in Augusta, Georgia.

Carolyn Fuller stated that the Fortson Foundation has designated \$30,000 for a down payment on the Old Forston Library building. The counter offer of \$275,000 with the Foundation paying all legal fees was agreeable.

The Kiwanis Fair is underway at Heritage Park. The library has an unmanned booth. The library has asked that fair attendees only park in the library lot when the library is closed.

The next Friends of the Library Book Sale is October 18th 9:00 – 3:00. Pam Bagby has assisted the Friends in setting up their first sale.

The Annual Parade of Pumpkins is underway. It will return to the libraries in time for the Fall Festival which is October 24th 7:00 – 9:00. This year will feature a storyteller, Babatunde, which encourages audience participation.

Carolyn, Kathy Pillatzki, and Pam Bagby are all testing the new PINES acquisition module to manage acquisitions, financial encumbrances, and some cataloging functions.

Kathy Pillatzki has been invited to participate as a book selector for the Ferst Foundation in the upcoming year.

Jennifer Lautzenheiser and Kaye West participated in the INSPIRE job training conducted by Connecting Henry.

Carolyn Fuller and Jennifer Lautzenheiser met with a Doug McMillan to explore the possibilities of establishing an endowment on behalf of the library.

Staff Training Day is October 17th.

TREASURER'S FINANCIAL REPORTS

The auditor reported no findings in this past audit.

The county has deposited \$58,000 in IMPACT fees.

OLD BUSINESS

Child Abuse Reporting Policy

Carolyn Fuller reported that Sandy McGarity left the following notes: the form is in good standard. The purpose of the policy is to protect the library system and employees. On 20-5-1 states that each library will need to make the choice whether it is an educational facility. Carolyn shared that the state mandatory reporter requirement made the choice for us. Marianne Morfoot raised a concern of whether a Child Abuse Reporting Policy is even necessary. Mary Scroggs pointed out that children will volunteer information at the most unexpected times and staff needs to be responsive to that. Kathy Gilbert inquired whether the adoption of a policy would open up potential for more liability issues. Carolyn stated that a policy that specifies and defines actions and behaviors would be safer for the system.

- The Child Abuse Reporting Policy was accepted on a motion by Marianne Morfoot and a second by Kathy Gilbert. The motion passed unanimously.

Delivery of Services Plan

Carolyn stated that the following corrections were recommended:

Change 'New Americans' to 'Naturalized Citizen'

Eliminate capitalization in 'plain language'

Eliminate the phrase 'buying habits' from targeted audience segments

- A motion was made to accept the Delivery of Services Plan with noted corrections by Kathy Gilbert, and a second by Mary Scroggs. The motion was passed unanimously.

Open Records Request Procedure

Carolyn stated that Henry County is discussing the option of accepting Open Records Requests by telephone. She stated that the library would prefer to remain with a written request required. Kathy Gilbert stated that a time stamp is necessary.

- A motion to accept the Open Records Request Procedure was made by Mary Scroggs with a second by Rita Bailey. The motion passed unanimously.

NEW BUSINESS

Library Closures 2015

Mary Scroggs inquired whether the Thanksgiving weekend was a good gauge to determine closures for weekend following Christmas. Pam Bagby stated that library statistics demonstrate low attendance during these times at all libraries.

- A motion to accept the library closure dates for 2015 was made by Kathy Gilbert with a second by Rita Bailey. The motion passed unanimously.

CONFIRMATION OF NEXT MEETING DATE

November 3, 2014

ADJOURNMENT

- There being no further business, a motion was made for adjournment at 6:13 by Marianne Morfoot with a second by Rita Bailey. The motion passed unanimously.