

Henry County Library System Board of Trustees
Regular Meeting Minutes
McDonough Library
February 6, 2012

- Indicates actions taken

Chairman Gordon Baker called the meeting to order at 5:30 PM.

Board members present: Marianne Morfoot, Sandy McGarity, and Jan Lowe
Library staff present: Carolyn Fuller, Pam Bagby, Kathy Pillatzki, Amanda Cox, Richard Stevens, LaDonna Poole, and Debra Morris.
Others present: Scott Gould and Barry Thorpe from Windstream Business

Additions/Approval of Agenda

The discussion of the Inclement Weather Policy was removed from the agenda under New Business.

- The agenda was then approved on a motion from Jan Lowe, seconded by Sandy McGarity.

Approval of Minutes

- Minutes of the November 2011 regular meeting were approved on a motion from Sandy McGarity, seconded by Marianne Morfoot.

Director's Report for November, December and January

Carolyn, Kathy, and Allison assisted Connecting Henry with their annual Community Christmas program.

Briggs & Stratton has donated 64 more refurbished computers to the library system. Although they are not brand-new, they are still newer than any we currently have in the system with the exception of the Hampton branch. Richard and Amanda have already deployed some of the donated computers to the Locust Grove and Stockbridge libraries.

Carolyn and Kathy have begun an inventory project designed to weed and update the collection and to make sure the catalog accurately reflects what is on the shelves.

The Friends of Henry County Libraries, Inc. have donated \$5000 in honor of past president Lewis Robinson. This is to be used in a way that will benefit all five libraries.

The Ferst Foundation talent show to benefit local literacy is scheduled for Feb. 11, 2012.

Library Legislative Day is Feb. 15, 2012. Administrative staff will be attending and board members are welcome to participate.

The Friends of Henry County Libraries, Inc. annual roast is scheduled for March 10, 2012. Jeff Cooper from Henry Medical Center is the honoree.

World Book Night is March 23, 2012. Staff, trustees and friends are encouraged to register to give away free books (provided by the non-profit World Book Night organization) on that night. The McDonough library has been selected as a pick-up location for those selected as book-givers. Several promotional activities will be planned leading up to the event.

Evergreen software was upgraded over the MLK holiday weekend. HCLS was selected to evaluate a new acquisitions module, but Carolyn detected some critical flaws in the program and it has been put on hold indefinitely.

Two groups (a church and a doctor's office) are still pursuing rezoning for the old Hampton library building, but there is no progress to report at this time.

Treasurer's Report:

Bookkeeper Debra Morris presented the trustees with copies of current financial statements by branch.

- Financial reports were approved on a motion by Jan Lowe, seconded by Marianne Morfoot.

There were no Committee Reports

There was no Old Business

New Business

- **Holiday Schedule 2012:** A proposed holiday schedule was approved on a motion by Sandy McGarity, seconded by Jan Lowe. 2012 holiday closings will be the same as in 2011. Whether staff will be paid for holidays or furloughed will be decided on an ongoing basis, depending on available funding.
- **Staff Training Day 2012:** Carolyn reported that we have traditionally held staff training days on Thursdays. However, since we are now open only Monday-Thursday at most branches, closing on Thursday for staff training creates a hardship for patrons when our hours are already so limited. Carolyn proposed scheduling the spring staff training day for Friday, April 20. Debra Morris reported that there is enough money in the current budget to pay the staff for an extra work day that week only. The proposal to move the spring 2012 Staff training Day to Friday, April 20 and pay the hourly staff for that day was approved on a motion from Marianne Morfoot, seconded by Sandy McGarity.

Scott Gould and Barry Thorpe from Windstream Business presented a proposal to provide VoIP at the McDonough, Stockbridge, Locust Grove and Fairview libraries and the library administration annex. (The Hampton library already has VoIP through the county.) They presented a detailed written quote that would save the system \$150 per month total, and provide more services and more modern equipment. There would be no

upfront charges for service or equipment. The Board of Trustees agreed to consider the proposal, but no action was taken at this time.

Next meeting date was confirmed for March 5, 2012

ADJOURNMENT

- There being no further business, the meeting was adjourned at 6:50 PM on a motion by Sandy McGarity, seconded by Jan Lowe.