

**HENRY COUNTY LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING MINUTES**  
**McDonough Library**  
**September 8, 2014**

- Indicates action taken

**CALL TO ORDER**

- Chairman Gordon Baker called the meeting to order at 5:35 pm.

Board members present were Rita Bailey, Mary Scroggs, Kathy Gilbert, Marianne Morfoot, Jan Lowe, and Sandy McGarity. Staff members present were Director Carolyn Fuller, Assistant Directors Pam Bagby and Jennifer Lautzenheiser, Bookkeeper Deb Morris, and Financial Clerk LaDonna Poole.

**ADDITIONS/APPROVAL OF AGENDA**

- The agenda was accepted on a motion by Kathy Gilbert with a second by Mary Scroggs.

**APPROVAL OF MINUTES**

- The August Regular Meeting Minutes were accepted on a motion by Jan Lowe with a second by Marianne Morfoot.

**DIRECTOR'S REPORT**

Carolyn Fuller shared that 1500 kids participated in Library Goes to Camp. The library received \$19,336 for materials from the state in a grant to buy STEM + Arts materials. Target also awarded HCLS \$2,000 for the purchase of books for 2015 summer reading. The library also received a bequest from the estate of Inge Henry. The next Friends of the Library book sale is October 18<sup>th</sup>.

**TREASURER'S FINANCIAL REPORTS**

**OLD BUSINESS**

**Old Fortson Building**

Carolyn Fuller received an email from Sherriff Keith McBryer of the Fortson Foundation. The update stated that the Fortson Foundation is still progressing towards the purchase of the Old Fortson Building, albeit slowly.

Gordon Baker and Carolyn Fuller both shared their meeting with the mayors of Stockbridge, Locust Grove, and Hampton and Chairman of Trustees Tommy Smith. Carolyn reported that the

mayors' responses were positive. She stressed the maintenance of effort requirement for PINES participation. Carolyn noted that the Mayor of McDonough continues to have concerns about the legalities of city funds supporting libraries. Carolyn supplied examples of cities already supporting libraries through financial and in-kind donations. Kathy Gilbert provided explanation that city funds can only be used for city residents as a potential reason for McDonough's hesitancy. Jan Lowe inquired whether there was any formal resolution at the mayors meeting or whether it was only for information purposes. Carolyn stated that each of the mayors had invited her to address their city councils. She also received an invitation from Stockbridge Mayor Tim Thompson to follow up.

## NEW BUSINESS

### Signature Authority

Carolyn Fuller explained that the Signature Authority is an annual requirement.

- The board approved giving Carolyn Fuller signature authority on a motion by Kathy Gilbert with a second by Marianne Morfoot. It passed unanimously.

### Child Abuse Reporting Policy

Carolyn Fuller asked the board to read the proposed Child Abuse Reporting Policy and be prepared to vote on it in the October meeting. Librarians and all library employees have been designated mandated reporters within the State of Georgia.

### Delivery of Services Plan

Carolyn Fuller pointed out that HCLS' current Delivery of Services Plan dates to 1995 and is out of date. She asked the Board to read the presented Delivery of Services Plan and offer advisement. Marianne Morfoot suggested the inclusion of Senior Centers. Carolyn pointed out that this edition of the Delivery of Services Plan includes a Marketing Plan component.

### Open Records Request Procedure

Carolyn Fuller stated that no action is needed on a procedure. This is for information purposes for the Library Board. Kathy Gilbert inquired which records this covered. Carolyn confirmed that personnel actions would be considered confidential.

Kathy Gilbert asked that the record reflect that Carolyn Fuller has officially served the library system as Director for 15 years. She offered congratulations and appreciation on behalf of all of the Library Board members.

## CONFIRMATION OF NEXT MEETING DATE

October 6, 2014

## ADJOURNMENT

- There being no further business, the meeting was adjourned at 6:32 pm on a motion by Kathy Gilbert and a second by Mary Scroggs.