

**Henry County Library System Board of Trustees**  
**Regular Meeting Minutes**  
**McDonough Library**  
**November 1, 2010**

- Indicates actions taken

Chairman Gordon Baker called the meeting to order at 5:32 PM. Board members present were Al Bowen, Jan Lowe, Coralie Cox, Sandy McGarity, Marianne Morfoot and Pat Watson. Also present were Director Carolyn Fuller, Assistant Directors Pam Bagby and Allison Moyer, Bookkeeper Deb Morris, and Financial Clerk Ladonna Poole.

**Approval of Agenda**

- The agenda was approved on a motion by Sandy McGarity, seconded by Al Bowen with the addition of striping of the MD parking lot under new business.

**Approval of Minutes**

- The Minutes of the October Regular Meeting were approved on a motion by Al Bowen, seconded by Coralie Cox.

**Director's Report**

Carolyn Fuller reported that October was a month of meetings. She noted that COMO was extremely good this year and that she and Kathy Pillatzki benefitted a great deal from attending. Staff Day was October 21 and half the staff had Defensive Driving while the other half had sessions on TRS, PINES training, GLASS, and AFLAC. In April, the groups will switch. Fall Festival, sponsored in part by Henry Arts Alliance and Henry Medical Center, was a success.

Carolyn noted that per Board instructions, she has signed a letter of agreement for the appraisal of the old Fortson library. Also, the Henry County Development Authority has donated funding for half of the cost of our online business reference in addition to buying sets of business reference books for each of the branches.

The October book sale netted \$2500 in profits. Someone is also interested in buying up the rest of the inventory. We've given him an estimate and are waiting to see if he'll bid a fair amount.

Carolyn plans to submit HA construction photos for the December issue of GPLS News. Gordon added that he plans to submit photos for the cover of SELAS Journal.

Stats are down at about the same percentage as the cut in hours. Carolyn wrote to ask for impact fee money, but hasn't received a response. She will follow up once the audit is complete.

### **Treasurer's Report**

Deb Morris reports that the Library is holding its own, managing to make payroll and keep the lights on. The Library continues to be extremely frugal, and many staff members are contributing to that effort. Furlough days will be November 11<sup>th</sup> and the week of Thanksgiving. Deb is optimistic that no further furlough days will be necessary in this FY.

- The Treasurer's Report was accepted on a motion by Sandy McGarity, seconded by Pat Watson.

### **New Business**

Allison Moyer presented two new policies for approval. The Proctoring Policy was written to continue to address patron need while also considering the staff shortage and the current economy. The Programming Policy addresses the desire of the Library to offer quality programming while honoring the mission of the Library.

- The Proctoring Policy was approved on a motion by Coralie Cox, seconded by Sandy McGarity.
- The Programming Policy was approved on a motion by Sandy McGarity, seconded by Jan Lowe.

Carolyn answered concerns about the parking lot. The need for striping of spaces is being addressed as is the need to paint the Handicap access spaces yellow. She and Richard are also asking the County to pressure wash the MD building.

### **Confirmation of Next Meeting Date**

- The next Board meeting date of Monday, December 6, 2010 at 5:30 PM was confirmed. It will take place in McDonough.

### **Adjournment**

- There being no further business the meeting was adjourned at 6:07 PM on a motion by Jan Lowe, seconded by Pat Watson.