

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

- Indicates actions taken

Chairman Gordon Baker called the meeting to order at 5:30 PM. Board Members present were Al Bowen, Coralie Cox, Jan Lowe, Sandy McGarity, Marianne Morfoot, and Pat Watson. Also present were Director Carolyn Fuller, Assistant Directors Pam Bagby and Allison Moyer, Bookkeeper Deb Morris, Fairview Branch Manager Phoenix Light, McDonough Branch Manager Kaye West, and Stockbridge Branch Manager Connie Renaud. In addition, community member, Ann Tarpley was in attendance.

Approval of Agenda

- The Agenda was accepted after a motion by Sandy McGarity and seconded by Jan Lowe.

Request to Address the Board

Minister Ann Tarpley of Divine Intervention Youth Ministries, Inc. outlined the nature of her ministry and requested that the Board consider donating the current Fortson Library Building to serve as a Community Youth Center for her organization. The Board offered to consider her request after the Library had moved into its new building.

Approval of Minutes

- Minutes of the December Regular Meeting were approved after a motion by Jan Lowe and seconded by Coralie Cox.

Director's Report

Carolyn Fuller reminded everyone of the Friends of the Library Roast to be held on March 13th. She then highlighted several workshops and webinars that she and other staff had attended in the months of December and January. Progress and plans for the new Fortson library were discussed, and the February 6th book sale was announced.

Ms. Fuller reported that the bookkeeper recently discovered that the bank had been charging the library account \$400 in "analysis" fees since October. She is in the process of negotiating the return of that money, and also shopping for a new bank.

Ms. Fuller raised concerns that professional movers were needed but might not be utilized to move books and shelving from the current Fortson library building to the new one. Several Board members said that they would write letters to B.J. Mathis to express these concerns and request the use of professional movers. To support this request, Ms. Fuller agreed to do a cost analysis to compare the prices of professional movers to the cost in time and personnel of not using professionals.

Ms Fuller shared her calculations as to how much staffing would be required to meet the needs of the new Fortson Library when it opens. She judged that between 5.5 and 8.5 FTE would need to be added. The current book collection will be moved to the new building and HA's collection will remain the third largest in HCLS.

The new policy manual is nearing completion, and Ms. Fuller showed the current draft to the Board. Once the manual is completed, the policies will be added to the website.

Board members were encouraged to attend Library Day on the 25th of February. Registration forms were distributed and Ms. Morris explained that HCLS would play the registration fees of anyone wishing to attend.

For Staff Day in April, Ms. Fuller explained that a representative from each branch will help plan; the first planning meeting will be February 11th.

Treasurer's Report

Despite the Board's request, the library's 5% was not reinstated. Mike Bush has offered to come to a Board meeting and explain if the Board so chooses. Butch Sanders plans to call Gordon Baker who will share the explanation with the Board.

Operating account showed negative at the end of December because of a payroll glitch that has since been resolved. The Capital Outlay account shows an inaccurate balance due to bills still outstanding. If current transaction rate continues, the library will top its projected revenue for the FY.

- The Report was accepted, following a motion by Al Bowen, seconded by Pat Watson.

Committee Reports

There were no Committee Reports.

Old Business

None

New Business

- Revised Unattended Children Policy was approved after a motion by Coralie Cox, seconded by Marianne Morfoot.
- Found Property Procedure was tabled until the next board meeting in order that a procedure for handling suspicious found property could be added.
- Revised Study Room Use Policy was approved with a correction after a motion by Sandy McGarity, seconded by Al Bowen.
- Revised Multipurpose Room Policy was approved after a motion by Jan Lowe, seconded by Pat Watson.

Confirmation of Next Meeting Date

The next meeting will be March 1, 2010 at 5:30PM.

Adjournment

- There being no further business the meeting was adjourned at 6:30 PM on a motion by Marianne Morfoot, seconded by Al Bowen.

Gordon Baker, Chairman

Coralie Cox, Secretary