

**HENRY COUNTY LIBRARY BOARD OF TRUSTEES
CALLED MEETING MINUTES
McDonough Library
Agenda May 17, 2010
5:30 PM**

- Indicates actions taken

Dr. Gordon Baker called the meeting to order at 5:30 PM. Board Members present were Coralie Cox, Pat Watson, Jan Lowe, Marianne Morfoot, and Al Bowen. Also present were Director Carolyn Fuller, Assistant Directors Allison Moyer, Pam Bagby, and Kathy Pillatzki, Bookkeeper Deb Morris, Financial Clerk LaDonna Poole, Network Technician Richard Stevens, Administrative Assistant Raquel Jeffreys-McCray, Branch Managers Connie Renaud, Phoenix Light, Wanda Bennett, Kaye West, and Tangela McKibbens, Assistant Branch Managers Pat Miller, Alicia McManus, and LaDon Golden, Reference Librarian Deborah Thomas, Library Assistants Tom Bennett, Tamara Hyder, Shirley Ross, and Elizabeth Howard, and Technical Services Assistant Jennifer Funk.

Approval of Agenda

- The Agenda was accepted on a motion by Marianne Morfoot, seconded by Pat Watson.

New Business

Carolyn Fuller and Deb Morris met with Butch Sanders and Mike Bush earlier in the afternoon and described it as a good meeting. Sanders and Bush indicated a desire to help the library alleviate some of its budget shortfalls wherever possible. Some proffered solutions were for problems with which the library had already dealt. However other possibilities included:

1. Helping with utilities by using energy abatement. Perhaps new air-conditioning. Current system very inefficient.
2. Repair gaps in MD building.
3. We have switched to the County's Gas provider; costs us half as much per therm.
4. County is looking into switching our telephone service to voice-over IP using SPLOST funds.
5. If State will accept AUP from library, County will fold us into their audit without cost.
6. County will give us \$20,000 in impact fees for books.

Carolyn presented a plan of action for addressing the 20% budget shortfall in FY 2011. She shared stats from a randomly chosen set of weeks to demonstrate that Mondays are consistently busier than Saturdays. She presented a handout containing 8 options for scheduling that would reduce hours from 58 per week to 35-38. The last three options were her recommendations; specifically option #8 because it was most consistent, had morning hours for pre-school programming, and evening hours. Carolyn presented a

budget report to the Board that itemized how the new budget would be spent and showed why the cuts were needed. There is no longer any fund balance. It is unknown how unemployment claims will affect quarterly taxes. The budget will be very tight and have to be spent judiciously.

Carolyn informed the Board that we presently pay benefits to part-time employees, but she recommended that part-time employees be cut to 17-hrs and not receive benefits. To run the library 36 hours per week would require 4 FT and 4 PT employees per branch, and those remaining employees would need to take 2 unpaid furlough days each month. Connie is taking early retirement in June. Kaye has agreed to take a pay cut. Administrative staff members expect to fill in often. The 20% cut in revenue equals a 25% cut in service because of increased utilities bills expected with the opening of the new HA building. A total of 29 people need to be laid off as part of this reduction in force.

- Marianne Morfoot motioned that the Board adopt schedule #8 (Monday-Thursday 10:30 AM – 6:30 PM; Fridays 1:00 PM – 5:00 PM; Closed Saturdays). Coralie Cox seconded the motion. After some discussion and questions, the motion was passed.
- Al Bowen motioned that the Board approve a reduction in force that would leave only 4 FT and 4 PT workers at each branch; the part-time workers be cut to 17 hours without benefits, and that remaining staff take 2 unpaid furlough days each month. Jan Lowe seconded the motion. After some discussion and questions, the motion was passed.

The Board reviewed a draft of the letter that would go out to the 29 employees being separated and made recommendations.

Confirmation of Next Meeting Date

- The next Board meeting date of Monday, June 7, 2010 at 5:30 PM was confirmed.

Adjournment

- There being no further business the meeting was adjourned at 6:45 PM on a motion by Pat Watson, seconded by Al Bowen.