

CHICKAMAUGA PUBLIC LIBRARY

BOARD OF TRUSTEES

JANUARY 21, 2015 – 4:00 p.m.

Minutes

Attendees at the meeting of the Chickamauga Public Library Board: Sandra Brock, Connie Capehart, Joyce Harrison, Jack Beckman, Janet Landers, Irene Staub, Shannon Whitfield, Renee Roeder and Lecia Eubanks. Gay Gruetzemacher was unable to attend.

Chair Shannon Whitfield called the meeting to order at 4:00 p.m.

Jack Beckman moved that the Agenda be accepted as presented. Sandra Brock seconded the motion and all were in favor.

Joyce Harrison made a motion to accept the minutes of the October 22, 2014, with one correction pertaining to the discussion of the creation of the Friends of the Library By-Laws. Connie Capehart seconded the motion and it passed unanimously.

Report of the Library Manager - See Renee Roeder's attached report. Renee asked what the procedure was for getting rid of surplus furniture. Jack Beckman had his policy notebook in front of him and he shared that the procedures are included in the Fixed Assets Policy. Director, Lecia Eubanks offered to help Renee with making the items available for sale.

Report of the Friends of the Library – Manager Renee Roeder handed out a Friends report to the group on behalf of Gay Gruetzemacher, Friends' Liaison to the Board who was unable to attend today's meeting. (See attached report) Janet Landers made a motion to approve the list of projects. Jack Beckman seconded the motion and all were in favor. Renee will be asking the Friends at their next meeting to consider buying an AED Defibrillator, people counters and security cameras for the library.

Report of Regional Board Meeting – Shannon Whitfield reported on the actions taken at the Regional Board meeting held earlier in the week. They are as follows:

- Approved the minutes from the October 20th Board Meeting with one correction.
- Approved the 2nd Qtr. FY 15 budgets
- A Regional Board Officer nominating committee: Helen Oliver, Ginnie Sams and Ann Russell
- Approved to hold the four local advisory board meetings prior to the Regional Board meetings beginning April 2015
- Approved the "Use of Community Spaces" policy

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Mr. Whitfield also reported on a meeting with Superintendent Damon Raines and BOE Chair, Mike Carruth that took place during the Regional Board Meeting. He shared with the group that the Superintendent had invited the three Walker County Library managers to attend the Board of Education meeting on January 20, 2015, in order to present them with “their allotment checks”. Since this was not their normal practice for disbursement of their appropriation Director Eubanks invited the Superintendent and his board chair to the Regional Board meeting. After some deliberation back and forth, Mr. Whitfield reported to the Board that he asked them to take the “allotment check” distribution off of their agenda and in the end they did not hand out checks to the managers. The newspaper reported there were three Rossville Board members that were in attendance and were recognized for their outstanding support of their community. Director Eubanks has contacted Mr. Raines and asked if he would appoint two of his board members to meet with two Regional Board members (Shannon Whitfield and Helen Oliver) in order to collaborate on the funding needed to operate three branch libraries in Walker County.

Review Items:

Financial Report – 2nd Quarter FY 15 Budget (as of December 31, 2014) – Mrs. Eubanks distributed and reviewed the financial report for the 2nd quarter of the year. She reviewed the revenues and expenses. She pointed out that beginning this quarter she would be sharing with all boards a new budget page showing the monies from the “Assigned Fund Balance-Restricted” that shows up on the Balance Sheet each quarter. These funds come into the library in the form of donations or grants and are restricted by the donor, grantor or library manager and tracked for the purpose in which they were intended. Manager Renee Roeder noticed these restricted funds were low and agreed to ask her Friends of the Library group for “fast track” approval for spending additional funds on materials. When reviewing the revenues Janet Landers agreed to ask the Chickamauga Board of Education to release their \$5,000 appropriation for this funding year. Shannon Whitfield agreed to ask to be placed on the school board’s February meeting in order to thank them for their support and to share some statistics with them on student usage of the library and our resources and services. After some discussion Joyce Harrison made a motion to accept the financial report. Irene Staub offered a second and all were in favor.

FY16 Chickamauga Board of Education Budget Request - Janet Landers offered to the group some information concerning major changes at the state level for school systems. This is the year they must declare their choice of the kind of school they want to be. It is unclear of the financial impact on their school budget and could not offer any new funding to the library. She felt she could safely assure us of at least the \$5,000 appropriation we received this year.

Old Business:

HVAC Repair: Shannon Whitfield reported that the City of Chickamauga had installed programmable thermostats in the library and repaired the fuse issue. The unit is now functioning.

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Vacant Board Position: Mr. Whitfield said he is still working on getting a new appointee lined up for the board in April.

With there being no further business to discuss Joyce Harrison made a motion to adjourn the meeting. Connie Capehart offered a second and all were in favor and the meeting adjourned at 5:50pm.

Submitted by Lecia Eubanks