

LAFAYETTE-WALKER COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES

April 21, 2015 – 4:00 p.m.

Minutes

Attendees from the LaFayette-Walker County Public Library Board: Ellagene Baker, Todd Gaddis, Shannon Whitfield, Stephanie Wardlaw, Chair, Tom Harrison, Ruth Bass and Karen Stoker. Unable to attend were Ann Russell, Helen Oliver, Marty Hegwood and Barbara Berry.

Other attendees: Director, Lecia Eubanks, Library Manager, Tim York and LaFayette Friends of the Library President, Rachel Willeford. Chair Tom Harrison called the meeting to order at 4:05 p.m. Acceptance of the agenda was approved by acclamation.

Ms. Eubanks took a moment to honor the service to this board given by Ellagene Baker and Tom Harrison. Both members will complete 12 years of service on the LaFayette-Walker County Public Library Board of Trustees. Ms. Eubanks personally thanked them both for their sacrifice and commitment. In their honor, plaques will be hung in the Regional Library administrative offices to mark their service.

Regional Conference Room Plaque

Regional Conference Room

Dedicated to

Thomas Harrison

Devoted Board Member

*For contribution of his management &
construction skills to the Library*

Regional Reception Room

Regional Reception Room

Dedicated to

Ellagene Baker

*For her many years of loyal service
to the library*

Minutes: Karen Stoker offered a motion to accept the minutes from the January 26, 2015, meeting. This motion was seconded by Stephanie Wardlaw and it carried unanimously.

Report from the Friends of the Library –New Friends President, Rachel Willeford reported to the board on the activities of the Friends of the Library. She announced the Open House is being planned for Sunday, August 16th from 2-4 in the afternoon. It is being called “An Afternoon with Authors” both local and around the state. Friends’ members have been making contact with local authors and asking them for an autograph copy of their books. The Friends will then be putting themed baskets together around the author’s subject matter. Carol Bennett will once again be arranging the baskets and spear-heading this project. Ms. Willeford has asked local bakeries to bake specialty items around the book theme. The DAR and Woman’s Club have agreed to supply this event with finger foods. They are always so helpful year after year.

Friends' members have also worked hard to spruce up the Bookstore. They have recently added some new spring displays and are also planning on selling trinkets (pencils, pens, stickers, etc.) during the major summer reading programs. She is looking for volunteers to man the bookstore during these times.

The Friends group is still looking for a Vice President and Secretary. She asked the board for suggestions on how to attract new members who want to be involved in the work needed for a successful Friends group. She asked for suggestions for when the best time to hold the meetings is and how often they should meet. Shannon Whitfield said the Chickamauga Friends Group had tried meeting monthly and that seemed to be too often and then meeting quarterly and that wasn't often enough. He agreed it was hard to find the right mix. Ms. Willeford said she would like to ask current staff to use their area of specialty for some Friends programming, such as genealogy, the importance of reading to your children, etc.

Report of the Library Manager – See Tim York's attached report. Mr. York was especially excited about the statistics from the AARP Tax Help appointments. Around 174 individuals were assisted and in total over \$100,000 in tax refunds were issued! Mr. York has also been encouraged by the use of our community spaces. Mr. Whitfield suggested that he take the opportunity to spend a minute or two at the beginning of local meetings being held in our community spaces to convert the attendees to be library users by sharing with them the many other services the library has to offer.

Action Items

Review Board Appointments & Consider New Appointments

Regional Board Appointments: Ms. Eubanks informed the board that Shannon Whitfield's term and appointment to the Regional Board is up for renewal. Karen Stoker made a motion to reappoint Mr. Whitfield to the Regional Board for another term. Ellagene Baker offered a second and all were in favor. This term will begin July 1, 2015, and will end June 30, 2018.

Ellagene Baker and Tom Harrison are also ending terms on the Regional Board but are not eligible for re-appointment because they have served four consecutive terms on the LaFayette Board. Therefore, this board needs to appoint two new LaFayette Board members to serve on the Regional Board. Shannon Whitfield made a motion to appoint Ruth Bass to serve on the Regional Board. Stephanie Wardlaw offered the second and all were in favor. Karen Stoker made a motion to appoint Todd Gaddis to serve on the Regional Board. Shannon Whitfield offered a second and all were in favor. These two terms will begin July 1, 2015 and end June 30, 2018.

Two City Appointments: The two city appointments being vacated by Ellagene Baker & Barbara Berry were discussed. These individuals will need to live in the city limits of LaFayette. These appointments will need to be made in time for the June 9th New Trustee Training.

One County Appointment: There will also be a county appointment that will need to be made to replace Tom Harrison, who is not eligible for re-appointment. Careful thought needs to be given to keeping our boards diverse and representative of the county geographically.

Nominating Committee for officers: Tom Harrison appointed Karen Stoker, Helen Oliver and Marty Hegwood to a nominating committee that will seek a new Chair since he is leaving the LaFayette board in July. This committee will bring their recommendation back to this board for a vote at their July meeting.

Review Items

Financial Report – 3rd Quarter FY 15 Budget - Ms. Eubanks distributed and reviewed the financial report for the 3rd quarter. She informed the board that since the March 31st date of the report the library has received the Board of Education appropriation and the checks have been deposited. Under EXPENSES, Ms. Eubanks reported that the amount budgeted for cleaning will be coming under by \$3,600 and this amount will hopefully offset the amount of electricity in which we will be going over budget. She also brought to their attention the Restricted Budget included in this report. These amounts are not budgeted but through donations and grants there are a lot of services and purchases that would not be possible without these generous donors and grant opportunities.

Karen Stoker made a motion to accept the 3rd Quarter Financial Report as distributed. Ellagene Baker offered a second and all were in favor.

Statistics – Ms. Eubanks asked the board to take a look at the 3rd Qtr. Statistics for July 1, 2014, through March 31, 2015, as compared to this same time period in FY12, FY13 and FY14 that were mailed out with the board packets.

Director's Report – Ms. Eubanks asked if the board had any input she could relay to the Regional Board on the Inclement Weather policy. The board agreed the policy should not be linked to what the local school systems are doing. She also reminded them of the two training dates coming up. If you haven't had the trustee training in a while she encouraged the group to sign up and attend.

Old Business

Final Construction Report – Ms. Eubanks shared with the group the fact that the library's name is off of the Food Lion lease. The sale of surplus furniture and equipment brought in around \$5,000 with the largest item selling being the book return for \$1,800. She was happy to report that the city of LaFayette had settled into a nice maintenance routine and are responding to our requests. Ms. Eubanks hopes that by the time this board meets in July the children's entrance will be complete. Ms. Heather Hawkins, LaFayette High School art teacher is working with her students and the wood working shop class to create a tree, complete with glass mosaic canopies

to serve as an artful entry into the children's department. The plan is to have it completed before school lets out for the summer.

Ms. Eubanks handed out applications for purchasing a leaf or a rock for the Legacy Tree. She has decided this will make an excellent Mother's/Father's Day gift for her parents.

New Business

Coffee Shop Committee: Ms. Eubanks has had several inquiries about the coffee shop space in the library. Ms. Eubanks would like for the library to be in our new facility a little longer before decisions are made about what to do with that space. She thinks that maybe in the fall it would be a good idea to form a committee to look at what other libraries are doing and what works and what doesn't work. There are many possibilities for that space and careful thought and planning needs to take place. The group agreed to revisit this in the fall.

With their being no further business the meeting was adjourned at 5:30 pm.

Submitted by Lecia Eubanks