

LAFAYETTE-WALKER COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES

January 26, 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 Marty Hegwood. Unable to attend were Ann Russell, Helen Oliver, Karen Stoker and Barbara Berry.

Other attendees: Director, Lecia Eubanks and Library Manager, Tim York. Chair Tom Harrison called the meeting to order at 4:00 p.m. Acceptance of the agenda was approved by acclimation.

Ellagene Baker offered a motion to accept the minutes from the July 28, 2014, meeting with one typographical error corrected. This motion was seconded by Stephanie Wardlaw and it carried unanimously.

Report of the Library Manager – See Tim York’s attached report.

Report from the Friends of the Library – Tim York reported to the group the addition of a new Friends President, Rachel Willeford and a new Secretary, Ashley Willkinson. They are still in search of a Treasurer and Vice President. They hope to have their annual Open House event on February 22, 2015.

Report on Actions from the Regional Board Meeting: Tom Harrison shared with the group the following items that were addressed at the Regional Board’s meeting on January 20, 2015:

- Approved the minutes from the October 20th Board Meeting with one correction.
- Approved the 2nd Qtr. FY 15 budgets
- Chair Tom Harrison appointed 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

Review Items

Financial Report – 2nd Quarter FY 15 Budget - Ms. Eubanks distributed and reviewed the financial report for the 2nd quarter. She asked the board to note the addition of a budget sheet for the Restricted monies that come in and are listed on the Balance Sheet as “Assigned Fund Balance – Restricted”. These are amounts that individuals donate to the library or for grants the library receives. Ms. Eubanks also noted that to-date, no Walker County Board of Education

funding has been received. The BOE has indicated they wish to give three separate checks to reflect the amounts they wish to designate to the three Walker County Library branches. Ms. Eubanks shared with the board a meeting the Regional Board had with Damon Raines and Mike Carruth on January 20, 2015, where these two Board of Education representatives were informed that the Regional Boards decision to allocate the amounts approved at their July meeting and reaffirmed at their October 2014 still stands. There is not enough money coming in from local sources to operate three branch libraries in Walker County.

Ms. Eubanks continued her discussion of the 2nd quarter financial report. She reminded the board the hourly wages and other salaries categories are over budget due to board approval last October. The overage amounts were approved for additional hourly help during the move and to add the Rossville Manager, along with a portion of her benefits for working one day a week at the LaFayette library. Ms. Eubanks also reminded the board of the City of LaFayette's new method of paying their \$24,500 toward our utilities. The City now credits the entire amount beginning in October and when that amount runs out the library will pay 100% of the utility bills until the next cycle starts over each October. Ms. Eubanks feels since the library is still currently paying for the Food Lion utility bill we will most likely use up our credit sometime in May.

Marty Hegwood made a motion to accept the 2nd Quarter Financial Report as distributed. Shannon Whitfield offered a second and all were in favor.

FY 2016 Budget Request – Ms. Eubanks asked the board for direction on what appropriation to seek from the Walker County Board of Education for their FY16 budget year. The BOE usually begins their preparation in February. The group asked Ms. Eubanks to let their Board Representative, Karen Stoker know that any amount toward restoration of the cut from FY13 would be appreciated.

Statistics – Ms. Eubanks presented to the board the 2nd Qtr. Statistics for July 2014 through December 31, 2014, as compared to this same time period in FY12, FY13 and FY14. Shannon Whitfield asked Ms. Eubanks to check the Downloadable Audios and the Videos & DVDs line items on the Walker County statistics sheet. These two headings may be switched. Ms. Eubanks agreed to look into it.

Director's Report – Ms. Eubanks had nothing to add to the Director's Report that was mailed out in the board member packet.

New Business

There was no new business to report.

Old Business

LaFayette Library Construction - Chair, Tom Harrison reported that the final Construction Meeting took place last week and the project is 99% complete. The only items left are the hanging of one door and the making of a few keys.

With their being no further business the meeting was adjourned at 5:45.