

CHEROKEE REGIONAL LIBRARY SYSTEM
BOARD OF TRUSTEES
April 27, 2015 – 4:00 p.m.

Meeting Location: Rhyne Board Room. LaFayette-Walker County Library
305 South Duke Street, LaFayette

MINUTES

Attendees from the Cherokee Regional Library Board: Shannon Whitfield, William Back, Patricia Nethery, Tom Harrison, Ellagene Baker, Ginnie Sams & Ann Russell

Not in attendance: Helen Oliver

Attendees from the Cherokee Regional Library System: Lecia Eubanks, Misty Reyes and Chelsea Kovalevskiy

Chair, Tom Harrison called the meeting to order at 4:05pm and the agenda was accepted as presented.

Approval of Minutes—Patti Nethery offered a motion to accept the minutes from the January 20, 2015, Board Meeting with no modifications. The motion was seconded by Ginnie Sams. The motion carried unanimously.

Report and Feedback from Local Boards

Chickamauga

Mr. Whitfield reported that Chickamauga will be purchasing new people counters with SPLOST funds. Ms. Eubanks stated that the Region plans to budget so that all libraries will be able to purchase the basic version of these people counters from either their local money or SPLOST funds. Mr. Whitfield reported that he is stepping down from the chair position on the Chickamauga Board and that a nominating committee is working on finding a replacement.

Rossville

Ms. Russell reported that the board is revitalizing the Friends group and moving from contacting members from snail mail to e-mail. She also reported they are changing their bylaws to add a 10th position to the board, and have already found someone they wish to fill the appointment.

Dade

Ms. Nethery reported that a recent programming grant went over so well that the library is going to continue the evening family storytime on a monthly basis. Ms. Nethery reported that the City of Trenton doubled their appropriation to the library and Dade County Commission reinstated their funds that were cut earlier this Fiscal Year with a small increase. Mr. Back requested that this Board ratify the increase in new hours that the Dade County Board voted in place. Mr. Back reported that work has begun on forming a Foundation for the library for large or ongoing donations. Mr. Harrison advised Mr. Back that careful thought be put into the Trustees of the Foundation, requirements for appointment, how long they serve and their relationship with the library. Mr. Harrison stated the Regional board must rubberstamp this endeavor, as they will be working closely together. Mr. Whitfield noted that an outside organization should not have the ability to dictate naming opportunities and that a connection between the library and the new foundation needs to be established. Mr. Whitfield went on to add if the work could be done on the front end to establish this public Foundation with careful consideration being made for the by-laws that govern the foundation then it could become the model or pilot for our other libraries to emulate. Ms. Eubanks suggested that the Foundation

consider letting the Regional Board appoint a member to the Board of the Foundation. The Regional Board concluded that the Endowment was a good idea, and encouraged Mr. Back to continue his work on developing the Board.

LaFayette

Mr. Harrison reported the statistics at LaFayette continue to be high. There is still a lot to learn about the costs associated with the new building. He informed the board that the LaFayette Open House would be coming August 16th from 2 to 4pm and the theme was “An Afternoon with Authors.” Mr. Harrison requested that if anyone knew any authors, that they request book donations for the Open House theme baskets. This library appointed two of their members to the Regional Board to replace himself and Ms. Baker – Ruth Bass and Todd Gaddis. These appointments will begin in July.

Action Items

Amendment to by-laws

Ms. Eubanks sent out written notice on March 31, 2015, asking an amendment to the Regional By Laws be made to allow Article IV Section 1 of the bylaws to read “always to follow the local board meetings” rather than proceed. Ann Russell made a motion to accept this amendment. The motion was seconded by Ellagene Baker. The motion carried unanimously.

Nominating Committee Nominees

Ginnie Sams reported the following slate of officers for FY16:

Chair: Shannon Whitfield

Vice-Chair: Patricia Nethery

Treasurer: Ruth Bass, who was recently nominated to the Regional Board from the Walker County Board effective July 1st.

Co-Treasurer: Helen Oliver

William Back made a motion to approve the nominations effective July 1st. The motion was seconded by Ellagene Baker. The motion was passed unanimously.

Policy Recommendations

Ginnie Sams made a motion to accept the Inclement Weather Policy as presented, with the amendment to change the wording to: “At least an hour prior to shift start...” The motion was seconded by Shannon Whitfield. The motion was passed unanimously. (See attached policy)

Financial Report – 3rd Qtr. FY 15 Budget ending March 31, 2015--

Ms. Eubanks presented the financial reports, noting any abnormalities. Board members discussed that the City of Trenton had called the factory that manufactured the HVAC system for the Courthouse, and that the library’s HVAC would also soon have an inspection. This is in response to the overage in the electricity line item. The Board discussed the Dade County budget with its increased revenue, and new hours. Shannon Whitfield requested to see the projected numbers that Ms. Reyes used to balance Dade’s extra revenue and new hours. Ms. Reyes provided the information.

Patricia Nethery made a motion to approve the amended Dade Budget. Shannon Whitfield seconded the motion. The motion carried unanimously.

Shannon Whitfield made a motion to approve the remaining financial reports as presented. The motion was seconded by Ginnie Sams. The motion carried unanimously.

Due to the increased funding from the City of Trenton and Dade County Commission Patti Netherly made a motion to increase the Dade County Library from 24 hours a week to 30 hours a week, thus changing the library from a service outlet to a branch effective May 1st, 2015. The motion was seconded by Ginnie Sams. The motion passed unanimously.

Information Items

FY14 AUP Report—Internal Controls. Ms. Eubanks reported a finding on the recent audit. Ms. Eubanks stated that the Regional Library is in need of an assistant for the Business Manager. The assistant is needed to meet financial controls. Ms. Eubanks asked that the Board keep this in mind for future growth.

Old Business

Ms. Eubanks asked the Board to table the Community Room Policy Usage of Alcohol until the Fall.

Mr. Harrison informed the board that the Walker County Board is forming a committee to explore what to do with the café space/coffee.

Ms. Kovalevskiy updated the Board on the Status of the USDA Van grant. She informed them that the local contribution of \$15,144 will be used first in the purchase of the van, and that the grant will pay the remaining cost up to \$10,000. The Board discussed that the library should purchase the best vehicle they could for the money. The Board recommended purchasing a vehicle from a maker that would not require expensive maintenance and that could be serviced locally.

Patricia Netherly made a motion that the Region proceed with the USDA van grant to purchase a vehicle. The motion was seconded by William Back. The motion passed unanimously.

New Business

There was no new business.

Tom Harrison adjourned the meeting at 6:01pm

Submitted by Chelsea J. Kovalevskiy