

# ROSSVILLE PUBLIC LIBRARY SYSTEM

## BOARD OF TRUSTEES

**April 21, 2015 – 4:30 p.m.**

### **Minutes**

Attendees from the Rossville Public Library Board: Charles Helton, Doris White, Lillian Cook, Betty Geary, Faye Hicks, Ann Russell, Annabell Harr and Barbara Moore. Jane Scott was unable to attend the meeting. Carmella Clark, Manager of the Rossville Public Library, Director, Lecia Eubanks and guest Tom Shulz were also in attendance.

The meeting was called to order by Chair, Ann Russell at 4:35. Annabell Harr made a motion to accept the agenda. Charles Helton offered a second and all were in favor.

Approval of Minutes- Chair, Ann Russell called for a motion to accept the minutes of the January 27, 2015, meeting. Betty Geary made the motion and it was seconded by Annabell Harr. All were in favor.

**Report of the Library Manager and Friends Group** – See Carmella Clark’s attached report.

### **Review Items**

**Financial Report – 3<sup>rd</sup> Quarter FY 15 Budget** - Ms. Eubanks distributed and reviewed the financial report for the 3<sup>rd</sup> quarter. Doris White asked if any Board of Education money had been received and would the Rossville Library receive more than the budgeted \$3,500. It was Ms. White’s understanding the Walker County Board of Education had specified how their appropriation was to be divided between the three Walker County Libraries. Ms. Eubanks stated that two members of the Regional Board, Helen Oliver and Shannon Whitfield had met with two Walker County School Board members, Mike Carruth and Karen Stoker along with Superintendent Damon Raines on March 10, 2015, in order to bridge the information gap that exists concerning the lack of funds in Walker County to operate three branch libraries. Ms. Eubanks read a letter from Mr. Raines that was sent to her on March 31, 2015, as a follow-up to their meeting. (See attached) The distribution amount has not changed from the Regional Board’s approved amounts from July 2014. Ms. Cook expressed her surprise that the Cherokee Regional Library would not be legally, if not morally obligated to comply with the wishes of a donor for designating their contribution to the library. Ms. Eubanks replied that the Board of Education is not a donor nor a contributor but a funding agency appropriating tax dollars to the library for operations. She added that a funding agency could not have the expectation of designating their appropriation unless they are fully responsible for funding the library. Ms. Eubanks continued reviewing the financial report with the board informing them the budgeted revenues coming in across the circulation desk will likely be over our projections and the gas and electricity budgeted amounts will likely come under projections. With there being no further

discussion of the 3<sup>rd</sup> quarter budget, Annabell Harr made a motion to accept the budget and Charles Helton offered a second. All were in favor and the motion carried.

**Finance Committee Update** – Ms. Eubanks asked Charles Helton if he would report on the first meeting of the Finance Committee for this year held on March 30<sup>th</sup> at the Chickamauga Public Library. Mr. Helton stated that nothing was decided and the story was the same. He added that the Finance Committee members are being told there is not enough money. He believes the City of Rossville, the Walker County Board of Education and the Walker County Commissioner wants to help the Rossville Library. He asked the Finance Committee that whatever monies come in as extra to consider giving to the Rossville Library.

**Statistics** – Ms. Eubanks presented to the board the 3rd Qtr. Statistics for July 1, 2014, through March 31, 2015, as compared to this same time period in FY12, FY13 and FY14. She also informed the group that Karen Stoker, member of the Walker County Board of Education and trustee of the LaFayette-Walker County Public Library asked for extra copies of the statistics to give the other school board members. Ms. Eubanks gave her the extra copies at last night's LaFayette board meeting. Barbara Moore commented on how close the statistics for the Rossville and Chickamauga libraries are to each other and that Rossville has a higher circulation per hour open. Ms. Eubanks stated she was happy that the community was able to find out when the library was open and were using it.

**Director's Report** – Ms. Eubanks wanted to reiterate the importance of the training opportunities for board members coming up. Advocacy training on May 7<sup>th</sup> and the New Trustee/Refresher Training on June 9<sup>th</sup>. She also asked the board members to fill out the new "Library Trustee Appointment" application and hopes to use it as a tool to recruit interested parties we might not know are interested in serving. It will also serve as a tool for diversifying the skill set of our library boards.

### **Action Items**

**Review Board Appointments & Consider New Appointments:** Ms. Eubanks asked if the following board members whose terms are up for renewal are interested in being re-appointed: Charles Helton, Doris White, Annabell Harr and Lillian Cook. All agreed to be re-appointed. Doris White made a motion to amend the Rossville Public Library Board's Constitution in order to have ten appointments by the City Council of Rossville instead of nine. Betty Geary offered a second. Ms. Eubanks said there was no reason why they could not add an additional appointment. She would need to follow the guidelines outlined in the Constitution for amending it. Chair, Ann Russell called for a vote and all were in favor, none were opposed and the motion carried. Ms. Eubanks will send out a notice by email at least two weeks prior to the next regular board meeting in order for this amendment to be voted on and passed. The board expressed their interest in having Susan Wells appointed to the board after the tenth appointment is officially added. Ms. Eubanks said she would like to receive her application in time to process it before

the City of Rossville council meets in May. Barbara Moore had Ms. Wells' application with her and turned it into Ms. Eubanks.

**Appoint Nominating Committee for Officers:** Chair, Ann Russell informed the group that she no longer desired to serve as chair of the Rossville Board and be the appointee to the County Board and the Regional Board. Her health would not allow her to continue all three meetings along with the added responsibilities that accompany the appointments. She stated she would be willing to continue as chair if someone else would take the appointment to the County Board that is also the appointee to the Regional Board. Doris White asked Barbara Moore if she would be interested in serving as the appointee to the County and Region Board. Ms. Moore declined by saying she is better able to serve in her current capacity. The group would like to wait until Susan Wells is officially on the Rossville Public Library Board and then take the necessary steps to have her appointed to the County and Regional Boards.

### **Old Business**

**Building Repair Issues** – The board reviewed the repair list and asked Ms. Eubanks to update the list to reflect the removal of the asphalt and concrete scrapes from the parking lot. This was taken care of by Faye Hicks and her husband on April 21, 2015. Ms. Eubanks thanked the board for staying on top of the repair list and helping Carmella motivate the City of Rossville to continue the up-keep on the library.

Lillian Cook excused herself and left the meeting at 6:00.

### **New Business**

**Friends Revitalization** – Barbara Moore informed the board that she had invited Tom Schulz, one of the last few remaining Friends of the Library members to attend this meeting in order to discuss ways to help re-establish this once thriving organization. Tom shared with the group that he's been away from the Friends group for so long he is a bit out-of-touch with the area and the members of the community. The Board would like to see the newsletter to begin going out to patrons again. Tom will work on a form that Carmella can hand out to patrons asking for their email address and this would save on postage and mailing costs. The board would like to work toward an Open House and Book Signing with an author in the future.

With there being no further business to discuss Doris White made a motion to adjourn. It was seconded by Barbara Moore and the meeting ended at 6:15.

Submitted by Lecia Eubanks