

ROSSVILLE PUBLIC LIBRARY SYSTEM

BOARD OF TRUSTEES

January 27, 2015 – 4:30 p.m.

Minutes

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

Attendees from the Regional Library Board: Tom Harrison.

Attendees from the Cherokee Regional Library System: Lecia Eubanks

The meeting was called to order by Vice Chair, Annabell Harr at 4:30 and the agenda was accepted by acclamation.

Approval of Minutes- Vice Chair, Annabell Harr called for a motion to accept the minutes of the October 28, 2014, meeting. Barbara Moore made the motion and it was seconded by Betty Geary. All were in favor.

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

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 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 was happy to report that the amounts coming in from the circulation desk in fines, fees and other sales were up from the projected amounts. She also wanted to remind the board the amounts spent in hourly wages and other salaries are tracking to be over budget as approved by the Regional Board in October. This is a result of keeping the library manager in the budget for 18 hours with benefits. At the end of the year the total spent out of fund equity will be around \$13,000. The LaFayette Library and Region budget will also dip into their fund equity in order to employ the Rossville Library Manager for 8 hours each with benefits.

Charles Helton asked what was in the “Cost of Electronic Access” line item and why wasn’t it budgeted. Ms. Eubanks wasn’t sure about this line item and asked Ms. Clark to step out and call the Business Manager. This amount turned out to be the portion of the fiber optic costs the state reimburses the library for. At the end of the year this line item should zero out if the final reimbursement comes in before June 30th. With there being no further discussion Jane Scott offered a motion to accept the 2nd Quarter Financial Report as presented. Charles Helton offered a second and all were in favor.

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.

Director’s Report – Ms. Eubanks had nothing to add to the Director’s Report that was mailed out in the board member packet. Ms. Moore asked a question pertaining to the PRIME TIME Preschool Grant Pilot Program. She asked how the Dade County Public Library was chosen to be the recipient from our library system. Ms. Eubanks informed the group of her initial thought to assign it to the LaFayette library since it would be their first opportunity to have such a program in their newly renovated space. The old Food Lion facility was not conducive to these types of programs since there was no meeting room space. When the time came to begin planning for the grant programs the LaFayette staff came to Ms. Eubanks and told her they did not have enough time to plan the programs while moving into their new facility. Ms. Eubanks feared she would have to pass on the grant but did send it over to Marshana Sharp at the Dade County Public Library to see if she thought she would have the time and staff to meet the requirements. Ms. Sharp was able to take it and run with it. Ms. Eubanks did not want to over burden the Rossville staff so soon after hiring a new Youth Education Coordinator. She added that Ms. Sharp has put the program together in such a way that it can be handed to one of our other libraries and it can be easily replicated. Ms. Moore expressed a desire in having this kind of programming at the Rossville Public Library.

Old Business

Building Repair Issues – Ms. Eubanks handed out to the group a list of repair items that include items discovered by the Regional Library staff along with items discovered by Rossville Board members. She asked the board to review the list to see if any of the items have been completed that are not shown as completed. Ms. Eubanks was given a list of items repaired by the City of Rossville and the In-Kind amounts associated with each repair. Ms. Eubanks said this was very helpful and she would make sure her repair list was updated to reflect each repair made by the city. She shared with the group that right before each annual report, usually in September, the Business Manager, Misty Reyes would contact each of our funding agencies to ask for any in-kind or on-behalf amounts paid. Ms. Moore said to be sure and let her know when it was asked for and she would follow-up with the city to make sure the amounts were provided to the library. Ms. Eubanks asked that she make sure they included their amounts for labor. Faye Hicks requested a copy of the outstanding items that still need repaired. Her and her husband would like to continue to do what they can. Ms. Eubanks said she would share this list with her soon.

Constitution – County Appointment Issue – Ms. Eubanks handed out copies of the Regional Library Board Constitution and the LaFayette-Walker County Library Board Constitution in order to begin a discussion on the structure of the Regional Board and the “County” Board. Ms. Eubanks read the following excerpt from the Regional Constitution:

“The governing body of the Cherokee Regional Library System shall consist of a Board of Library Trustees composed of eight trustees serving on member county library boards who are appointed to the Regional Library Board by the County library boards. There shall be three trustees from the Dade County Public Library Board and five trustees from the LaFayette-Walker County Public Library Board.” She then read the following excerpt from the LaFayette-Walker County Library Constitution:

ARTICLE IV. COUNTY LIBRARY BOARD OF TRUSTEES

Section 1. *The LaFayette-Walker County Public Library Board of Trustees shall be composed of eleven members. The Walker County Commissioner shall appoint five members; the Walker County Board of Education shall appoint one member; the City Council of LaFayette shall appoint three members; the Chickamauga Public Library Board of Trustees shall appoint one of its members representing the City Council of Chickamauga; and the Rossville Public Library Board of Trustees shall appoint one of its members representing the City Council of Rossville, as specified in the Bylaws and the state law.*

Ms. Eubanks said that she thought a geographical unevenness in the LaFayette-Walker County board might stem from the fact that it is currently functioning more as a “city” board than a “county” board. The LaFayette-Walker County Library board is the “county” board that provides library service to the county as a whole. Because there is a board that is set-up to oversee library services in Rossville and Chickamauga the LaFayette-Walker County Library board tends to focus on the LaFayette library services. Ms. Eubanks agreed that the county

appointments (5) to this board should be appointed to individuals that live in all parts of the county. The board discussed the difficulty of asking someone from the Rossville area to attend the meetings where mostly services in the LaFayette library are being discussed. Ms. Eubanks suggested that maybe each local board could ask the county to appoint one or two representatives from the county areas outside their prospective cities to sit on their local boards. When discussing the composition of the Regional Board the constitution states that “three shall be from the Dade County Public Library Board and five from the LaFayette-Walker County Public Library Board” with the idea being that two of these five appointments are from the Chickamauga and Rossville Library Boards and the remaining three will be appointed to represent the city of LaFayette and county users. Ms. Eubanks shared that the problem stems from only being able to appoint members who are willing and interested in serving on the Regional Board. Those interested and willing may not always be spread out geographically from around the county. There doesn't seem to be an easy solution to this issue. Ms. Eubanks did promise to do her best to find interested parties from the north end of the county willing to serve on the LaFayette-Walker County Library board when the next appointment is available which will be July 1, 2015.

New Business

Charles Helton asked if Ms. Eubanks would send him a copy of the Region wide composite budget. Ms. Eubanks said this budget was shared at the July, 2014 Regional Board meeting and she would be happy to send it to him. It will have all funding agency appropriations but not their in-kind or on-behalf support. Mr. Helton is also interested in seeing this for the past 10 years or so.

Ms. Moore said she was working with two different donors that are interested in giving to the Rossville Library on an annual basis and she is being asked what it would take monetarily to open the Rossville Library for 30 hours each week. Ms. Eubanks said they had this number back in July of last year but that it has changed now that the employer's share of health benefits and Teacher's Retirement System plans to increase by July, 2015. She will begin working on getting this amount and hopes to have it by the April meeting.

With there being no further business to discuss the meeting was adjourned at 6:15.

Submitted by Lecia Eubanks