

**Henry County Library System Board of Trustees
Regular Meeting Minutes
McDonough Library
September 12, 2011**

- Indicates actions taken

Chairman Gordon Baker called the meeting to order at 5:30PM. Board members present were Marianne Morfoot, Sandy McGarity, and Jan Lowe. Also present were Director Carolyn Fuller, Assistant Directors Kathy Pillatzki and Allison Moyer, Bookkeeper Deb Morris, Financial Clerk Ladonna Poole, and Network Administrator Amanda Cox. Also present was Diana Very, Director of LSTA Statistics and Research.

Approval of Agenda

- The agenda was approved with the addition under Old Business of Signatory Approval on a motion by Sandy McGarity, seconded by Jan Lowe.

Approval of Minutes

- The Minutes of the August Regular Meeting were approved on a motion by Sandy McGarity, seconded by Marianne Morfoot.

Director's Report

Carolyn reported that that old HA library building had been inspected by the fire inspector and the building inspector. They found only a few things that needed attention, and those things have been addressed. Carolyn will be calling them soon to let them know that the requirements have been met. The next step will be to finish cleaning out the building.

Briggs and Stratton (formerly Snapper) updated their computers and donated their old ones, including mice and keyboards, to the library. The computers are three years old. They will be used to upgrade the public computers. It is possible that they will be bringing more.

Friends gave us a check for this past Summer Reading Program. October 2nd will be the 2nd annual Race 2 Read 5K run.

The library now has two interns: one is here on class assignment; the other is here to gain experience because he is attending Valdosta to earn his degree in Library Science.

Carolyn will be in St. Simons for a Director's Meeting, September 13-16.

She and Gordon attended the FV community town hall meeting on August 27th. They were pleased with the introduction given by Commissioner Holmes where he praised the

job that the library was doing on its limited funds. The meeting was well-attended, about 80 people. Carolyn gave a presentation on the history of the library. It was well received and most of the comments were positive.

The \$10,000 from the Fortson Foundation was returned to the bank to be distributed instead to the Bear Creek Association for them to spend on the Fortson Library.

Treasurer's Report

Deb gave each Trustee a copy of the July financials for their individual branches. She explained that the library under budgets for overdue fines and usually surpasses the projected amount. She noted that system-wide the library is where it should be.

Old Business

With so many properties standing empty in Henry County, Carolyn recommends that the Library Board rent the property to one of the organizations that have made proposals. Carolyn will confirm with the inspector as to who needs to apply for a variance, but there is no problem with a church using the building.

- The resolution that the old HA library building was no longer needed for library purposes was passed after a motion by Sandy McGarity, seconded by Marianne Morfoot.

Diana Very reviewed the purpose of the focus groups and surveys with the Board. She distributed a script for the focus groups including questions to be asked. Each Trustee needs to arrange a time and location for their meeting, then contact Diana with the information. Gordon has his meeting scheduled at Stockbridge High School on October 20th from 5-7 PM. It will be an open meeting and the library will advertise it. Gordon recommended that each Trustee invite their Commissioner as well as the local School Board member. Gordon offered to help each Trustee with this process. He also asked that all the meetings be within 2-3 weeks of each other if possible, and that everyone should have their meeting planned by November 7 at the latest.

- The Personnel Policy was passed with two corrections (page 6 where the definition of part-time employee was amended to those who work 35 hours per week on a regularly scheduled basis and page 26 where accrual of annual leave was changed to apply to "full-time" employees rather than "40-hour" employees) after a motion by Jan Lowe, seconded by Marianne Morfoot.
- The Signatory Approval, granting Carolyn the power to sign official documents, was renewed after a motion by Sandy McGarity, seconded by Jan Lowe.

Adjournment

- There being no further business the meeting was adjourned at 6:35 PM on a motion by Jan Lowe, seconded by Marianne Morfoot.