

Marshes of Glynn Libraries

Brunswick-Glynn County Library St. Simons Island Public Library

Minutes of Meeting Approved September 11, 2013

- Meeting:** Glynn County Libraries Board of Trustees
August 14, 2013 at 5:00pm
- Location of Meeting:** Auditorium of the Brunswick-Glynn County Library
208 Gloucester Street
Brunswick, Georgia 31520
- Trustees Present:** Matthew Permar, Chairman
Joan Campbell
Jeff Fluck
Paul Fisher, Jr.
Sandra Turbidy
Benjamin Bryson
Robert Doud-Williams
- Excused Absence:** Mary Ann Nichols
Gloria Burns
- Staff Present:** Geri Lynn Mullis, Director MOGL
Lori Lasson, Manager, BGCL
Carole Parker Sharp, Manager, SSIPL
- Call to Order:** Matthew Permar, Chairman called the meeting to order.
- Minutes:** Joan Campbell made a motion to accept the July 10, 2013 minutes and Robert Doud-Williams seconded it. The motion passed unanimously.
- Executive Session:** Mr. Permar asked for a motion to move Executive Session to item number three on the agenda. Joan Campbell commented at this point that we still had other minutes to approve but they could be addressed after the Executive Session. Sandy Turbidy made the motion to move the Executive session from item number seven to item number three on the agenda. It was seconded by Robert Doud-Williams and passed unanimously.

Marshes of Glynn Libraries

Brunswick-Glynn County Library St. Simons Island Public Library

Benjamin Bryson made a motion that we go into Executive Session to discuss pending litigation with Glynn County Attorney, Aaron Mumford. It was seconded by Paul Fisher and passed unanimously.

Executive Session.

Sandy Turbidy made a motion to go back into open session and resume the meeting. It was seconded by Joan Campbell and it passed unanimously.

Minutes: (cont.)

Joan Campbell made a motion to approve the June 12, 2013 meeting minutes and it was seconded by Jeff Fluck. The motion passed unanimously.

Joan Campbell made a motion to approve the June 6, 2013 meeting minutes and it was seconded by Robert Doud-Williams. The motion passed unanimously.

Joan Campbell made a motion to approve the May 28, 2013 meeting minutes. It was seconded by Robert Doud-Williams and the motion passed unanimously.

Reports:

Financial

Geri Mullis reported that the County Finance Department sent a draft financial statement. She explained that due to the fiscal year ending in June the monthly reporting for July is usually delayed. She reported that Contractual Services had been added under the purchases object group. That is for hired performers for programs that needed to be paid for summer reading programs. We needed to figure out how to get these folks paid. The money to pay these performers was shifted from the Professional Organizations in the amount of \$1000.00. Mr. Bryson commented that the Finance Committee had padded that account for just such expenses because they weren't sure where to account for those types of expenses. Ms. Mullis commented that she didn't see the need to add any additional accounts at this time but we might need to add a programming line to the budget at some point. There are times when supplies for programming are needed and in the past we've gotten by with donations. We want to make sure that large donations, such as, the Tom Tufts Grant, go into the budget and determine where and how are funds allocated. Mr. Fisher asked about the moving of the funds from one account to the other and were there supposed to still be funds under Professional Organizations. Ms. Mullis explained that we are able to make

Marshes of Glynn Libraries

Brunswick-Glynn County Library St. Simons Island Public Library

changes in accounts within the budget. She explained that the next column to the right of the Approved Budget column shows the revised figures with the \$1000.00 moving to the Contractual Services line item. Mr. Bryson commented that during the budgeting process they examined the Three Rivers Regional budget for particular items but given the original categories they were working with originally would have been unknown. Mr. Fisher wanted to make sure that the Trustees didn't have to make decisions on that. Ms. Mullis further stated that she wanted to check with the board about another item that she would like to make a change for on the budget and said that she didn't need their approval unless they decided that she needed their approval. Mr. Fisher wanted to make sure that the accounting practices were being adhered to and we weren't spending money from an account that we didn't have. Ms. Mullis added that personnel figures are set and that we can only make changes in the supplies and purchased and contractual services object groups. She further explained that the Finance Dept staff advised us that we can add items in groups and money can be moved within the object group but only within the same group. Ms. Mullis went on to advise that she wanted to add the material items together in the supplies object group because it would be easier for us to manage those figures. She wants to give each Library a portion that will be used as they see fit for their library's materials. She further explained that this item would be discussed further in the New Business section of the agenda under item (c) Materials Budget Breakdown. There was discussion from the Trustees regarding why the County broke the material budget out the way they did between books and AV materials. It was determined that they just split the original amount in half. There was further discussion regarding how this limited the Library's ability to purchase what they need and when. There was an option from the Finance Department to add just a materials object code instead of breaking them out. Ms. Mullis asked the board if these decisions were something that they wanted the Director to make or did the board want to make these decisions. Mr. Doud-Williams made the comment that he wanted Ms. Mullis to be empowered to do this and report to this board about the decisions. Ms. Turbidy asked where utilities were listed on the reports and Ms. Mullis advised that we no longer pay power bills, water bills, cleaning, exterminator bills, etc. and it was under the Facilities Maintenance line. Ms. Mullis added that the Finance Dept had added a line for copies on the revenue side of the report which was not there in the beginning.

Director

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208 Gloucester Street, Brunswick, GA 31520
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St. Simons Island Public Library
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Marshes of Glynn Libraries

Brunswick-Glynn County Library St. Simons Island Public Library

Ms. Mullis reported that we now are sending out our reports a week in advance we are no longer going to read our reports at the meeting. This includes the Director and Manager reports. We will however answer any questions regarding the reports or if there is pertinence information we will report that. Mr. Permar asked what the status was on the open position. Ms. Mullis reported that we were still waiting on the classification to be completed for Human Resources. She explained that they will probably have it available at the end of August or the beginning of September. HR will advertise the position but interviews will be conducted in house with someone from HR present for the interviews. Ms. Mullis wanted to let the board know that the conference she presented at went very well but that she left early because most of the presentations were not beneficial for public libraries. She also reported that she will be attending the Sept 12-13 Directors meeting and that Dr. Veatch had made attendance mandatory. There will be a lot of budgeting discussion for her to return information to the board with. She further advised that she would be out of town for the next board meeting. She also reported on a potential partnership with the Rotary Club for assistance with Rotary Readers program. This is all being partnered with the Baby Steps program as part of the Communities of Coastal Georgia Foundation. What it entails is training for storytimes with the volunteers providing a fingerprint background check. They are receiving more requests than they can handle. They approached us with the opportunity to revamp the entire program and even rename it to Rocket Readers. What they need from the Library is another pool of volunteers. We will tell folks about it and provide our auditorium for training sessions. It will allow us to add reading programs from a pool of qualified and trained Rocket Reader Volunteers. Linda Muir with the Rotary is drafting an agreement between the Rotary and the Library outlining what each group is going to be responsible for and have it for a period of time. It would have to be renewed or not at the end of the agreement period. It would also outline what the other participating groups would be responsible for as part of the program. This is potentially something we could use as a tool for more partnerships. Geri will look over it and make changes, then look at the agreement as a board and then send it to the County for approval. We may be able to reuse this agreement for other partnerships if its acceptable. There was some discussion about archival boxes donated from the SSI Support Fund. Ms. Mullis advised that they had directed her to order 25 boxes and Ms. Sharp had additional information in her report. There was also discussion about doing more to thank volunteers and those that donate to the Library. It was stated that the Board needed to do more recognition to these individuals. There was also some

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Marshes of Glynn Libraries

Brunswick-Glynn County Library St. Simons Island Public Library

discussion about recording some of these donations that did not otherwise have a paper trail to historically record the donation.

Manager Report – BGCL

Lori Lasson reported that the scrapbook had been located that was previously listed on the items we wanted returned by the previous regional staff. We also uncovered the project manual for the building renovations. Both items will be given to Ms. Mullis for safekeeping. Ms. Lasson advised that August was cleanup month and both items had been uncovered during the reorganization of the periodicals storage room. Mr. Permar asked about the defibrillator and we reported that we were advised that it would need to be approved by the County HR department.

Manager Report – SSIPL

Carole Sharp reported that they were also cleaning up at the Island Library. She had found information regarding the Friends memberships. Mr. Permar then stated that there was now information regarding the friends group. There was some discussion regarding the now defunct group's membership dues and other issues. Carole has begun a photo inventory including all the public areas, shelving, artwork, etc. She is compiling a spreadsheet with the data and will go back and get detailed information including dimensions, etc. of the items listed. There was some discussion regarding a writer's workshop for SSI and if the funding was going to be available.

New Business:

Committee Reports

Personnel Committee – Joan Campbell

Mr. Permar reported that Ms. Campbell had to leave early for a previous commitment but thought they did not have anything to report to the board.

Finance Committee – Ben Bryson

Mr. Bryson advised that the Finance Committee had not met but were planning to meet since the Library now had a Budget document provided by the County.

Constitution and By-Laws and Policy Committee – Robert Doud-Williams

Marshes of Glynn Libraries

Brunswick-Glynn County Library St. Simons Island Public Library

Mr. Doud-Williams noted that there was nothing to report from the Constitution and Bylaws committee or the Policy committee.

Strategic Planning Committee – Mary Ann Nichols

Mr. Permar advised that Ms. Nichols had provided a written report of the last meeting of the Strategic Planning Committee since she was unable to attend the meeting tonight.

Old Business:

Space Within the BGCL

Mr. Permar advised that Mr. Rawls from GPLS was unable to make his appointment but that Ms. Mullis had spoken with him by phone. The space allocation inside the Brunswick-Glynn County Library is not at the top of the to-do list right now. He indicated that we were planning to reschedule with Mr. Rawls and we would revisit this topic at some point in the future.

Paperless Communication

Mr. Permar asked the board if there were any issues with them regarding not printing out board packets for the meetings. He indicated that Ms. Mullis could have a few packets available for those that could not get them printed at home or look at electronically. Mr. Fisher advised that he was having some trouble and asked for Ms. Mullis to send him an email with “trash” attached so that he could play with the settings on his computer for printing purposes. She agreed to send him that email.

New Business:

Julie Walker Visit

Mr. Permar reported that Ms. Walker will be here a week from today around noon to meet with us. Ms. Mullis reported that she had spoken with Ms. Walker and wanted to find out what time the Strategic Planning committee was going to meet and also when would the meeting regarding “Friends” groups take place. Mr. Permar advised the Strategic Planning Committee was meeting on Wednesday at 1:00pm and then a Called Board Meeting on Wednesday evening at 5:00pm. Then on Thursday we will have Trustee Training at 9:00am. He was advised by Ms. Walker that the training would last 2-3 hours. He further advised that she would be bringing Steve Schaefer with her for the meetings. Mr. Permar advised the board that Mr. Schaefer had been the interim director for TRRLS between Ms. Jones and Ms. Kean.

Marshes of Glynn Libraries

Brunswick-Glynn County Library St. Simons Island Public Library

MOGL Policy Manual

Ms. Mullis reported that she had provided a Table of Contents for the board so that they could see the manual that she was compiling. She went on to discuss the different items that would be included as shown on the document provided. Ms. Mullis asked the board if they wanted to vote on approving the manual or if they just wanted her to construct it as part of her duties. Mr. Doud-Williams commented that we were setting precedent and she was handling things the right way. Mr. Fisher wanted to know would the public know we had these policies. Ms. Mullis stated that we had not really made them known to the public. Ms. Lasson advised that we should have all of these policies on our website to provide transparency to the public. Ms. Turbidity advised that we possibly needed to have a library board policy book outlining all the services provided by our libraries. There was some discussion regarding what that book would contain and how it would provide vital information for future board members.

Materials Budget Breakdown

Ms. Mullis advised that she had provided the board with a document outlining different ways to break down the materials budget in the county budget. Because we had received most of our materials monies from the State in the past it had been divided up per capita but now we can divide it however we want. She also advised that we could divide the State money the same since it was all going to the same place. She went on to explain the three options pointing out that the \$10,000.00 budgeted to cataloging materials was probable a little high. The reason for this is because once the split was completed we had no cataloging supplies such as book covers, labels, label printers, etc. to process our materials. She went on to explain that once those supplies were purchased any leftover monies would be divided between the libraries depending on which option the board decided on. She also explained that she had taken \$1000.00 for each library to spend on books in the month of July so that we could get some new stuff on the shelves. Mr. Permar advised that he liked the 75/25 split since it seemed to be based on circulation figures. There was also some discussion on opening up holds on new material for the entire county. There was also a lot of discussion on the merits of Options 2 and 3 between the trustees. Ms. Turbidity made a motion to approve Option 3 which would split the material budget for the Marshes of Glynn Libraries 70/30 with 70% of the budget going to the Brunswick-Glynn County Library and 30% going to the St. Simons Island Public Library. The motion was seconded by Paul Fisher. There was discussion regarding that this decision could be

Marshes of Glynn Libraries

Brunswick-Glynn County Library St. Simons Island Public Library

revisited at any time in the future. Sandy Turbidy, Paul Fisher, Ben Bryson and Robert Doud-Williams voted in favor of the motion. Matthew Permar voted against the motion and Jeff Fluck abstained from the vote. The motion passed.

UMS Contract

Ms. Mullis advised that this contract had been reviewed by Glynn County Attorney, Aaron Mumford and his recommendation is that the board vote on and approve the contract prior to the Chairman signing it. He also recommended that all contracts be handled this way. This contract is for our collection agency. Robert Doud-Williams made the motion to accept the contract and have the Chairman sign it. It was seconded by Jeff Fluck. Sandy Turbidy, Jeff Fluck, Ben Bryson, Matthew Permar and Robert Doud-Williams voted to approve the motion and Paul Fisher abstained. The motion passed.

MOGL Historian

This item was previously discussed at another meeting with the SSI Support fund about the possibility of having a historian for the Marshes of Glynn Libraries. Mr. Permar advised that this item would be deferred for later discussion. There was some discussion as to what exactly it would entail and Mr. Permar thought that if we were presented with a presentation or proposal outlining the parameter it would be better for the board to make a decision.

Announcements:

The next meeting of the Marshes of Glynn Libraries Board of Trustees will be held on Wednesday, September 11, 2013 at 5:00pm in the Auditorium of the Brunswick-Glynn County Library.

Adjourn:

Mr. Fisher made a motion to adjourn which was seconded by Mr. Bryson. The motion passed unanimously.

Minutes respectfully submitted by Lori Lasson.