Regional Library Board of Trustees Meeting Minutes
TRRLS Regional Office
280 South Mahogany Street
Jesup, GA 31546
5:00 pm, Thursday, February 25, 2016

Trustees present:
Joe Sullivan – Long County Public Library
Gwen Bohanon – Brantley County Public Library
Craig Brooks – McIntosh County – Ida Hilton Library
Grayson Day – Camden County Public Library
Winell Bowen – Brantley County Public Library
Jeff Henry – St. Marys Library
Lena B. Brathwaite Bell – St. Marys Library

Staff Present:
Tammy Gooker – Long County Public Library
Kathy Moody – Brantley County Library
Judy Britt – St. Marys Public Library
Diana Very – Three Rivers Regional Library System

Public Present:
Kyle Tibbs – Woodbine City Manager
Colleen Weinkle – Woodbine Women's Club – Woodbine Library Initiative
Janet Heath – Woodbine Women's Club – Woodbine Library Initiative

Call to Order: Joe Sullivan called the meeting to order at 5:00pm

Prayer: Led by Grayson Day followed by the Pledge of Allegiance

Agenda: Diana Very asked for the agenda to be revised to include approval and
signature of forms for annual report to be sent to GPLS. Gwen Bohanon made motion to
approve the revised Agenda; Grayson Day seconded. No discussion. All approved.

Minutes:
Regional Board Meeting November 19, 2015 – Grayson Day made motion to approve
minutes. Jeff Henry seconded. Discussion-No discussion; all approved.

Chair Report: No chair report

Financial Report: Provided Blackbaud and analysis reports. Analysis of the expenses
was given with explanation of why the expenses were more than budgeted items because

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of MRR grants and expenses. Audit fees have not been paid or posted. E-rate and Internet to be reimbursed, MRR funds reimbursed.

**Director’s Report**: Provided reports from all staff at regional office.

**Catalog Report about backlog**: One problem may have been that the spreadsheet may have difficult to understand; therefore, we attempted to create a more understandable spreadsheet. Description made of what books were not cataloged. Entire office concentrated on cataloging backlog for one week in December to take backlog from 1800 to 124 which needs original cataloging. In research showed that other policies had tighter policies about what was accepted as donations for the collections. If the number in backlog goes up again, I see us having a concentrated effort again with all staff.

**Member Library Reports**

**Discussion with St. Marys** – Dr. Very had a disagreement with St. Marys town council member about the amount of time used for the evaluation project of the city boards. No time to have library business during board meetings because of the length of time talking about their evaluation process. Jeff stated that she was not part of the board and did not have the floor.

Joe Sullivan stated the board chair is in charge of the meetings. Question of St. Marys board is whether the board can abstain from the evaluation project. Have to remember the ramifications of that decision.

**Discussion of how the trustees are appointed.** Board is going to be chosen by St. Marys Town Council through application for appointment by citizens. Long County Library has applications for Board members and sends recommendation to funding agency. Brantley County puts their advertisements for board members in the paper. Maybe this should be a standardized policy throughout the system.

**Old Business**

**Constitution and By-laws;**
Request for approval of amendment to Page 5, Section 3 of Constitution and by-laws that was voted to amend on November 19, 2014 Regional meeting. Says one year term and next paragraph states there is a two year term. Feb 28, 2014 minutes state that the change was made to two year term but the one year term paragraph was not taken out. Requesting the paragraph be deleted that states the one year term. Joe asks that the change needs a notice in order to create amendment. Craig states that the change was adopted in November meeting and the notice stands in order to be approved in February meeting. Amendment is to amend the constitution to delete the one-year term and only have the two year term paragraph in the constitution.

Gwen Bohanon made a motion to approve amendment to constitution to Article V Section 3 that officers shall serve for two year terms. Lena B. Brathwaite Bell seconded the motion. No discussion. All approved.
Letter from Linda Kean about Teachers’ Retirement System
She sent a form to TRRL to purchase out of state service from Georgia to buy out for Pennsylvania Retirement. The problem was that she completed the employment information to show that she left employment in GA as of November 4, 2014. The resignation letter states July 27, 2014. The director is requesting direction from board to complete this.
Joe Sullivan and Grayson Day state that the lawyer should be notified and ask them for their opinion.

New Business

Report of Woodbine to start a library in Woodbine
Janet Heath gave a report of the work that the Woodbine Women’s Club to start their Woodbine Library Initiative. The library of Camden County is 15 miles from Woodbine. The city has a building that has SPLOST funds to repair the building and is not in use at this time. The Initiative wants to request the building for library use and to find funding agencies to support the library operating expenses. The historical library in Woodbine does not have ability to join with a public library because of the goals of the federal funding for that library. 70% of the children in the Woodbine Elementary School lives under the poverty level. The initiative asks to be a branch of Camden County Library or become a city funded public library. Open for ideas and goal is to have library in Woodbine.

City Manager needs a letter of support for the initiative to start a library.

Regional office staff needs to have Performance Appraisals completed.
Staff funded through state grants will have 3% raises if performance appraisals allow. Question asked about availability of a standard tool to use to evaluate directors. Some are available on the GPLS website. Committee was formed to provide performance appraisal of the library director. Committee includes: Jim Cote, Joe Sullivan, Gwen Bohanon, and Lena B. Brathwaite Bell.

Updates from Legislature:
Grants are approved at this time for materials budget at $0.25 per capita and a MRR tech grant at $2,000,000. Legislature not completed at this time.

Public Comment:
Kyle Sullivan requested a support letter from Three Rivers Regional Library System to support the initiative to start a public library in Woodbine. All were in agreement to supply a support letter.

Next meeting: May 26, 2016 at the regional office

Meeting adjourned
Jeff Henry made a motion to adjourn. Grayson Day seconded. All approved.
Meeting adjourned at 7:14pm.