Long County Public Library Board of Trustees  
Minutes of April 12th, 2016 meeting

Trustees Present:
Joe Sullivan, Chairperson  
Brent Klinedinst, Sr.  
Amy Howard  
Kathy Simmons  
Mike McCall  
Barb Parker  
Linda Smith

Trustees Absent:
Joy Strickland  
Betty Baxter

Others:
Tammy Goober (Library Manager)  
Dr. Diana Very (TRRLS Director)

Call to Order:
Joe, chairperson, called the meeting to order at 5:30 pm [EST]. A quorum of directors was present, and the meeting, having been duly convened, was ready to proceed with business.

Agenda and Minutes of Meeting:
Amy moved to adopt the meeting agenda as submitted, Mike seconded the motion, and the motion passed unanimously.

Minutes from the meeting of January 19\textsuperscript{th}, 2016 were presented.

Mike moved to accept minutes as presented, Kathy seconded the motion and minutes were unanimously accepted.

Regional Report:
Dr. Very announced that the materials budget passed at $0.25 per capita – estimated budget being $39 000.00, out of which she is able to allocate funds at her discretion. Dr. Very will provide a web address / link to us, that provides training for Trustees. She is also waiting to receive a corrected “transfer request for retirement” document from Linda Keen (past TRRLS director)
Committee Reports:

Policies & Procedures Committee:
The committee had nothing new to report.

Fundraising Committee:
Amy reported that an account has been created for submitting recipes on the cookbook publisher’s website. Also an e-mail address will be created on Facebook, where recipes can be submitted by cookbook contributors.

Finance Committee:
Financial Reports: Attached to minutes

Beginning Balance: $ 39,363.03
Net Increase (Decrease) $ (7,954.73)
Ending Balance: $ 31,408.30


<table>
<thead>
<tr>
<th>Reported:</th>
<th>Should Be:</th>
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<tbody>
<tr>
<td>Beginning Balance: $ 32,854.70</td>
<td>$ 31,408.30</td>
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<tr>
<td>Net Increase (Decrease) $ (1,212.12)</td>
<td>$ (1,212.12)</td>
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<tr>
<td>Ending Balance: $ 31,642.58</td>
<td>$ 30,196.18</td>
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Brent will work with Sally to correct budget discrepancy.
Amy made a motion to accept the financial report as submitted. The motion was seconded by Barb and the report was unanimously accepted.
Motion was made by Mike to close a small petty cash account at the Ludowici Bank. Kathy seconded the motion and it passed unanimously.
A letter requesting the closure of the account is to be prepared by Barb and delivered to the Ludowici Bank by Brent.

Building and Ground Committee:
During an inspection of the library several code violations were discovered by the Fire Marshal.
- A ceiling needs to be installed in the storage room.
- Mold discovered in the storage room has to be remediated.
- The alarm system is not fully functional and needs to be up-graded.
- Electrical cords need to be de-cluttered and neatened.
LONG COUNTY PUBLIC LIBRARY

“The Mission of the Long County Public Library is to inspire lifelong learning, advance knowledge, and strengthen our community.”

- A list of all cleaning supplies has to be posted.
- The fire extinguishers were checked and refilled.

Strategic Planning Committee:
The committee had nothing to report.

By-Laws Committee:
Joe requested that new by-laws documents are drawn up.

Executive Committee:
The committee had nothing to report.

Personnel Committee
The committee had nothing to report.

Library Manager’s Report:
Registration for the summer reading program will be in May. There will be three programs each week in June:
- Tuesday - Story & Craft time
- Wednesday - Exercise & Game time
- Thursday - Varied performers

The program ends June 30th, with bounce houses and refreshments. Health screenings will also be offered.

The County Commissioners have amended their budget to include $8000.00 for student worker salaries and added $5000.00 to original payment to Library.

Also requested additional funding from BOE / Dr. Waters in the amount of $3500.00

Old Business:
None

New Business:
Updates to the Committee assignments were made. Revised copy is attached to minutes.

Announcements:
The Library will be closed on May 3rd for a staff development meeting. The Regional Board will meet on May 26th.

Next Board Meeting:
Next board meeting will be at 5:30 pm (EDST) on July 19th, 2016, with committees meeting at 5:00pm (EDST).

Adjournment:
There being no further business to come before the board, Mike made a motion that we adjourn. Kathy seconded the motion and it was unanimously approved at approximately 6:30pm (EDST).

Respectfully Submitted,

Barb Parker