LONG COUNTY PUBLIC LIBRARY

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

Long County Public Library Board of Trustees
Minutes of November 19th, 2019 Meeting

Trustees Present:
Joe Sullivan, Chairperson
Brent Klinedinst
Mike McCall
Barb Parker
Kathy Simmons
Julia Smiley
Linda Smith

Trustees Absent:
Amy Howard
Betty Baxter

Others:
Tammy Goober (Library Manager)
Ceil Smith (TRRLS)

Call to Order:
Joe, chairperson called the meeting to order at 5:29 pm [EST]. A quorum of trustees was present and the meeting, having been duly convened was ready to proceed with business.

Agenda and Minutes of Meeting:
The meeting agenda was presented. Mike made a motion to adopt the agenda, Kathy seconded the motion and the motion passed unanimously.
Minutes from the meeting of August 27th, 2019 were presented.
Joe made a motion to accept the minutes as presented, Mike seconded the motion and the motion passed unanimously.

Regional Report:
Ceil reminded everyone of the Regional Board meeting on 11-21-2019. One of the topics to be discussed at the meeting will be the Friends Group. The group has not been in compliance with Region guidelines and has submitted a request for an extension on the deadline to resolve the issues.
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Financial Report:
Brent presented the treasurer’s report and pointed out a $440.00 discrepancy between the ending balance in September 2019 and the beginning balance in October 2019. Cell will check in to the reason behind the difference.
Discussed were also several items on the Income Statement showing being over budget:
Repair and maintenance will have a reimbursement from the county for the cost of the handicapped door.
Some adult and children’s programs show over budget due to the income from the programs not being added in yet.
It also appears that supply costs (public and behind the desk) may have been listed under the incorrect line item.
Items should be corrected by the next meeting.

Treasurer’s report:

August 2019
Beginning Balance $52,246.85
Net Surplus / (Deficit) $(7,105.17)
Ending Balance $45,141.68

September 2019
Beginning Balance $45,141.68
Net Surplus / (Deficit) $(1,691.94)
Ending Balance $43,449.74

October 2019
Beginning Balance $43,889.74
Net Surplus / (Deficit) $1,622.18
Ending Balance $45,511.92

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

Fundraising Committee:
Tammy reported in Betty’s absence on the calendar fundraiser.
Calendars ordered: 130
Ads sold: 43
Free ads: 5
Calendars should be delivered during the first week of January 2020.
The cake auction will be held on Thursday, December 5th at the well pavilion.
Finance Committee:
The committee had nothing to report

Building and Ground Committee:
The committee had nothing to report.

Strategic Planning Committee:
The Committee had nothing to report.

By-Laws Committee:
The Committee had nothing to report.

Executive Committee:
The committee had nothing to report.

Personnel Committee
The committee held a meeting and discussed rescinding the adoption of the TRRLS personnel policy in general, but keep the policy on annual and sick leave. The Long County Public Library would revert back to its original personnel policy. Kathy moved to adopt the policy change, Linda seconded the motion and it was unanimously approved.

Library Manager’s Report:
Tammy reported on past and planned activities for the Library. She continues to be involved in all community activities and is already working on summer reading 2020

October:
The teen lock-in was well attended
GA DNR held Hunter Safety classes in the meeting room
Tammy attended GLC Conference in Macon
Monthly adult and children’s programs were well attended
Held a community involved Halloween toddler story time with local officials trick or treating in front of the Library
Participated in Smiley Elementary Trunk or Treat

November:
“Build a Pal” stuffed animal workshop was a big hit. We “stuffed” a turkey
IGA donated a frozen turkey to give away at the Family Fun Crafts and games program
The region sponsored Elephant and Piggy story time is November 21st
December:
All regular holiday programs are planned
The Library is being decorated for Christmas

Personnel:
The Library now has two employees thru the Work Source Program. Lillie Walker and Melody
Hyde have been assets to the Library and are great employees.

Tammy also reported an issue with the fire alarm system, which may have been triggered by
the installation of the handicapped doors. She received a quote of around $1500.00 to repair
the wiring. Also one of the push-bars of the entry doors is not working properly and Tammy is
looking for someone who can repair the door.
Also the flooding issue with the gutter downspouts is being looked at and hopefully can be
corrected with brick removal (prison labor can be used)

Tammy asked if a mail box could be installed at the Library due to issues with mail delivery.
The cost including box and pole would come to $301.18
Linda made a motion to approve the cost of installation, Julia seconded the motion and it was
unanimously approved

Old Business:
None

New Business:
Joe asked for a motion to buy gift baskets for the funding agencies again this year.
Kathy made a motion to buy the gift baskets, Linda seconded the motion and it passed
unanimously.

Announcements:
The Library will close at 12:30 on Wednesday, November 27th and will remain closed
until Monday December 2nd in observance of Thanksgiving.
The Christmas Parade will be on December 14th at 6pm
Tammy asked for prayers for Brent, who is dealing with a serious health issue.

Next Board Meeting:
Next board meeting will be at 5:30 pm (EDST) February 18th, 2020 with committees
meeting at 5:00pm (EDST).
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Adjournment:

There being no further business to come before the board, Kathy made a motion that we adjourn. Mike seconded the motion and it was unanimously approved at approximately 5:56pm (EDST).

Respectfully Submitted,

Barb Parker
Board Secretary