Board of Trustees Minutes
Tuesday, August 2\textsuperscript{nd}, 2016

APPROVED November 1, 2017

Place of Meeting: Wayne County Library Meeting Room

Board Members Present: Jim Cote, Cindra Otto, Ernest Larson, Bill Cooksey, Neva Pittman

Regional Representative: Dr. Diana Very

Staff Present: Deborah Turner and Megan Robinson

Roll Call: Deborah Turner

Approvals:

a) Minutes- Cindra Otto made a motion to change the April 12\textsuperscript{th} minutes under Executive Session. The motion to adjourn needs to be moved above the votes that were made. Neva Pittman seconded the motion. Motion carried.

b) Financial report –Cindra Otto made a motion to approve the financial report. Ernest Larson seconded. Motion carried.

c) Budget for 2016-17 – Proposed changes from last meeting were made to the budget and presented to the Board. \textit{ACTION: Library Manager is to check with the Board of Education and the County Clerk to see if the library’s budget is on par with what they have budgeted.}

Unfinished Business:

a) Lighting/Electricity – Bill Cooksey made a motion to pay Georgia Power to install five lights in the library parking lot. Cindra Otto seconded the motion. Motion carried. \textit{ACTION: Library Manager to contact Georgia Power and initiate action to install lighting.}

b) Drop box – Mr. Cooksey is asking Sheriff Carter if he can find a laborer to build a box foundation and pour a slab of concrete for the library. He is also trying to find someone to donate the concrete needed for the project. \textit{ACTION: Mr. Cooksey to install concrete pad.}

c) Computer/Computer station issues – Megan will work with Clint to help with some of the computer issues. Clint will be taking the four computers that are not working or out of service to troubleshoot them. \textit{ACTION: Library Manager is to clear the server area of all miscellaneous items. Mr. Cote will evaluate the server to determine if it needs to be replaced.}

d) Security cameras – Mr. Cote has some cameras ready to be installed at the library for use at the drop box location.

e) 5 Year Plan – \textit{ACTION: Library Manager must create proposal and budget to implement number priority project on capital project list.}
New Business-
   a) 2015-16 in review – budget item covered under Approvals (c).
   b) Manager’s Vacation/Sick Leave – ACTION: Library Manager to come back with a plan.

Manager’s Report:
   a) Summer Reading – The numbers were down this year, but everyone that attended really enjoyed themselves.
   b) Staff changes – We have two new staff members joining us.
   c) Water fountain has arrived. ACTION: Library Manager will pick up water fountain and have it installed.

Regional Representative
   a) Meeting scheduled for August 25th at the Regional Office.

Next Meeting: Next meeting on November 1st, 2016

Adjournment: Bill Cooksey made a motion to adjourn. Cindra Otto seconded the motion. Motion carried.