Board of Trustees Minutes
Tuesday, November 1st, 2016
Minutes Approved February 7, 2017

Place of Meeting: Wayne County Library Meeting Room

Board Members Present: Jim Cote, Ernest Larson, Carolyn Kelly, Bill Cooksey, Neva Pittman

Regional Representative: Dr. Diana Very

Staff Present: Deborah Turner and Megan Robinson

Roll Call: Deborah Turner

Approvals:

a) Minutes- No changes were needed to the August 2nd minutes. Neva Pittman made a motion to approve the minutes. Ernest Larson seconded the motion. Motion carried.
b) Financial report – No changes needed to the financial report. Neva Pittman made a motion to approve the financial report. Bill Cooksey seconded the motion. Motion carried.

Unfinished Business:

a) Lighting/Electricity (BID) – Library Manager received a bid from Georgia Power on the installation of five lights in the library parking lot. Lights have been ordered and will be available in about six weeks for installation.
b) Drop box – Mr. Cooksey has found someone to donate the concrete needed for the slab. ACTION: Mr. Cooksey is scheduling a time with Mr. Thornton for him to come and pour the concrete slab.
c) Computer/Computer station issues – All of the computers have been fixed with the exception of one. The damaged computer has a replacement that has been ordered through the MRR Grant.
d) Security Cameras – Mr. Cote is still gathering security cameras for the drop box location. He is currently ½ through with collecting needed cameras.
e) 5 Year Plan – A revised list of 5 Year Plan was given to the Board Members. 4 tasks (handicap access, gutters, video security system, and parking lot lighting) have been started and 3 (roof repair, flooring redone, and purchase of drop box) have been completed.
f) Manager’s Vacation/Sick Leave – Library Manager will get paid for her unused vacation time (280 hours). New vacation time that was just acquired must be used within a year or acquiring it
or rolled over to sick time. **ACTION: Library Manager will sort through minor details with the Director.**

**New Business**-

a) **Standardize Leave Time** – Full time employees currently receive one (8 hour) sick day per month and one week (40 hours) vacation after working a year. Dr. Very suggests that employees receive vacation hours every month, the same as sick days. Mr. Cooksey made a motion to give full time employees that have worked 1-4 years a total of 4 hours vacation time/month, 5-9 years a total of 8 hours vacation time/month, 10-14 years a total of 12 hours vacation time/month, 15-19 years a total of 16 hours vacation time/month, and 20+ years a total of 20 hours vacation time/month (with 20 hours being the max allowed). Neva Pittman seconded the motion. Motion carried.

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<thead>
<tr>
<th>Years</th>
<th>Hours/month</th>
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<tr>
<td>1-4 years</td>
<td>4</td>
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<td>5-9 years</td>
<td>8</td>
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<td>10-14 years</td>
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<td>15-19 years</td>
<td>16</td>
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<tr>
<td>20+ years</td>
<td>20 (MAX)</td>
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b) **Shelving for Meeting Room (BID)** – Library Manager received a bid from two different businesses on installing shelving in the meeting room. Neva Pittman made a motion to go with RWP’s $4,400 bid for the shelving. Ernest Larson seconded the motion. Mr. Cooksey abstained from voting due to having a connection with the business. Motion carried.

c) **Eaves (BID)** – Mr. Nipper has repaired the library’s roof and it is no longer leaking. He submitted a bid to replace gutters and down spouts. Neva Pittman made a motion to accept the $7,560 bid from Mr. Nipper. Bill Cooksey seconded the motion. Motion carried.

**Manager’s Report**:

a) **Action item 1** – Contacted BOE and their budget has been approved. First payment has been made. County has not approved budget yet.

b) **Action item 2** – Georgia Power has been contacted and lights will be installed when they arrive.

c) **Action item 3** – Drop box will be installed after concrete is poured.

d) **Action item 4** – Server area has been cleaned up. During Hurricane Matthew the server was fried, so a new one has been purchased with the MRR Grant money.

e) **Action item 5** – Created an outline for 5 Year Plan and proposed to Board. Several items are currently being worked on.

f) **Action item 6** – Plan for vacation time was discussed already (Unfinished Business, Item F).

g) **Action item 7** – Water fountain has been picked up and installed. Currently being used by the public.

**Regional Representative**

a) John Swingle has resigned from the Executive Committee and his local Board of Directors.

b) New manager for Ida Hilton has started.

c) Mumford trip on November 9th.

d) Regional Office will be set up at the Darien Festival on Saturday, November 5th.

**Next Meeting:** Next meeting on February 7th, 2017

Next budget meeting on March 7th, 2017

Last meeting of the quarter on April 11th, 2017
Adjournment: Neva Pittman made a motion to adjourn. Ernest Larson seconded the motion. Motion carried.