

Minutes for Board Meeting of April 25, 2017

Fitzgerald-Ben Hill County Library Board Meeting / July 25, 2017

Members Attending: Anna Brown, John Clements, Sherrysue Davis, Ben Jacobs, Anne Jordan, Marsha Stenbridge, Chairman Steve Taylor, and Virginia Watson. Staff Attending: Director Martha Powers-Jones.

The Meeting was called to order at 5:00 p.m. by Chairman John Clements.

Chairman John Clements welcomed board members.

Minutes were presented for the January 24, 2017 meeting. Chairman Steve Taylor moved to accept the minutes and Sherrysue Davis seconded the motion. The motion passed unanimously.

The first order of business regarded the 2017 Quarter 1 Local Financial Report and the 2017 Quarter 3 State Financial Report. Martha Powers-Jones noted that the Library was operating within budget. She said that we were a little low on Library revenue, but hoped that would pick up in the summer months with Summer Reading Club activities. She also noted that the State report reflects expenditures for grants that have not yet been reimbursed, but she expected them to be reimbursed before June 30, 2017. Clements added a brief report about the ATM machine in the Library. He said that his company had pulled all of the slower moving machines from their locations and that the Library's machine was pulled. However, he had one of his personal machines installed to take its place. This will be to the Library's benefit as the Library will receive the entire service fee instead of the partial fee from MoneyTree. Taylor moved to accept the financial report and Ben Jacobs seconded the motion; the motion passed unanimously.

Clements asked Powers-Jones to highlight any notable items from the Director's Report. Powers-Jones discussed the front entrance project and 360 digital camera project. She also noted the drop in Internet usage.

Clements asked for Powers-Jones to report on the e-Cigarettes policy proposal. Powers-Jones discussed the issue of e-cigarettes and vaping and noted that it was not addressed in the Patron Code of Conduct. Jacobs noted that even though vaping didn't have the same secondhand effect as smoking, this was an issue many businesses were having to address and felt it was a good idea for the Library to look at this. Clements added that he felt the appearance of vaping was comparable to smoking. Powers-Jones discussed how the Library was a safe place for children and she felt they should consider how a child might view a person vaping as a positive behavior if it was allowed in the Library. Jacobs agreed. He moved to include e-cigarettes and vaping in conjunction with tobacco products and smoking on the Patron Code of Conduct and Anna Brown seconded the motion; the motion passed unanimously.

Clements asked Powers-Jones to present the Internet and Computer Use Policy revision proposal. Powers-Jones reported that the current policy only allowed for patrons to use the Internet / computer for an hour a day and did not refer to Wireless access at all. She noted that this policy was created when the Library had a smaller number of computers and did not have Wireless access. She also mentioned the importance of adding a reference to patron devices not being the responsibility of the Library. Virginia Watson discussed the limitations of an hour as hardly being any time given how much people do online today. Anna Brown emphasized that it was important to account for patrons waiting for a computer if computers were full. Jacobs asked about the time management system and how it would work if there was a wait for computers. Powers-Jones noted that the system would send the patron who had been on the longest a ten minute notice before ending their session and continue on to the next patron until there was no longer anyone waiting. Jacobs

moved to amend the policy to include Wireless access, to add the statement “The Library is not responsible for patrons’ personal disks, USB drives, devices, and other computer/technology equipment. These items are solely the responsibility of the user”, and to amend the time restriction statement to “Computers and/or Internet service are available on a first-come, first-served basis. Patrons may use the computer and/or Internet service for one (1) hour each day; they may have additional time if no one is waiting. The Library reserves the right to adjust session time according to computer and Internet availability.” Steve Taylor seconded, and the motion passed unanimously.

In Unfinished Business, Fine Forgiveness Plans for 2017 was tabled until the July meeting.

Powers-Jones updated the Board on the Foundation’s 501(c)3 status. She reported that she was working on the IRS 1023-EZ form, with advice from a CPA recommended by the Lake Blackshear director, Anne Isbell. She hoped to have it completed before the July Board meeting.

In New Business, Powers-Jones gave an update on the 2016 AUP. She reported that this was completed, Clements had signed off on the Action Plan, and the AUP was submitted to GPLS. Powers-Jones discussed the seven findings. Of these findings, she noted that three (6, 11, and 13) were previous year findings; since those AUPs were not completed until July, she was unable to make the necessary changes for the 2016 fiscal year. Of the other findings, two (#14 and 15) were addressed when the Board approved the new Financial Policy at the October meeting and would be fixed for the 2017 AUP; one finding was related to a software issue that had been fixed. She was hopeful that next year’s AUP would have significantly fewer findings.

Clements asked Powers-Jones to discuss the Teen / Young Adult section relocation. She reported that a patron from the Jessamine Place had grabbed a teen’s wrist; the teen was not harmed and staff were not informed at the time of the incident. The teen told her mother about the incident and the mother shared the incident while having an unrelated conversation with a staff member. The mother said that the teen knew the patron did not know any better and meant nothing by it. Powers-Jones noted that the current location did not allow for a clear line of sight to the teen area. She also said that the current location drew patrons, including patrons from the Jessamine Place, who were passing time while someone they knew or were responsible for was using the computer. Given these issues, she reported that they were planning to move the teen section to the front area near the current magazine / newspaper sitting area and move that area to where the teen section is currently. She emphasized that this was just a precautionary move.

Clements asked Powers-Jones to report on the New Trustee Handbooks. Powers-Jones reported that GPLS had updated the Trustee Handbook in the fall and she used this opportunity to create new notebooks for the Board members. She also noted that the Strategic Plan was in their new notebook and copies of the Strategic Plan had been sent to everyone who participated in the planning process and to other community leaders.

Clements discussed the Annual Director Evaluation. He noted that the process for last year’s evaluation was handled by the Executive Committee. Watson said that she felt that process was suitable and continue this year; Board members concurred. Clements said that he would start working on this process. Powers-Jones noted that the evaluation should be completed before the July Board meeting so the Board could approve it before voting on her salary for the 2018 fiscal year.

Having no further business, Clements called for a motion to adjourn. Davis so moved and Anne Jordan seconded the motion; the motion passed unanimously. Clements noted that the next meeting will be on Tuesday, July 25, 2017. The meeting was adjourned.