

Minutes for Board Meeting of January 26, 2016

Presented at the

Fitzgerald-Ben Hill County Library Board Meeting / April 26, 2016

Members Attending: Anna Brown, John Clements, Ben Jacobs, Ann Jordan, Mayor Mark Masee, Marsha Stembridge, Chairman Philip Jay, Sherry Sue Davis, and Virginia Watson. Staff Attending: Director Martha Powers-Jones.

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

Mr. Clements welcomed board members.

Minutes were presented for the November 3, 2015 and December 1, 2015 meetings. Mayor Masee moved to accept the minutes for both meetings as presented; Sherry Sue Davis seconded the motion. The motion passed unanimously.

The first order of business regarded the 2015 Year-End Financial Report as presented by Martha Powers-Jones. Powers-Jones noted that the library came in under budget and did not need to draw from our fund balance as originally budgeted. This was largely due to the administrative transition and resignation of two staff members in the spring.

The next item on the agenda was the 2016 Budget as presented by Powers-Jones. Powers-Jones noted that local funding was approved at the same rate as the previous year (\$127,714 from the City and the County). Powers-Jones also double-checked the Personnel numbers as requested by Mayor Masee and found that last year's budget reflected that a portion of the Office Manager's benefits were paid with state funds whereas this year, state funding will be applied to Hostetler's salary. Mayor Masee moved to approve the 2016 Budget as presented; Davis seconded the motion. The motion passed unanimously.

Powers-Jones presented her Director's Report. Powers-Jones reported that she, Mayor Masee, Chairman Jay, and Library Board Chairman John Clements met with local legislators, Representative Clay Pirkle and Senator Tyler Harper. Clements and Mayor Masee noted that they thought the meetings were positive. Mayor Masee asked to be kept informed of legislative progress on library issues. Powers-Jones then discussed staffing. She noted that William Duke McKinley would be adding Technology duties to his current responsibilities. She also noted that Hostetler should be identified as Library Manager or Assistant Director to more closely correspond to her actual job duties. Mayor Masee noted that board members recognized that Hostetler filled a role beyond her current job title during the administrative transition, but that this title change did not need board vote; members of the board agreed and there was no vote. Powers-Jones also discussed the upcoming Staff Training Day and asked that the library close on February 15, 2016 or President's Day accordingly. Ann Jordan moved to close on President's Day for staff training; Davis seconded the motion. The motion passed unanimously. Powers-Jones also presented statistics for calendar year 2015. She noted that our numbers seemed to be stabilizing and hoped that circulation would increase with the increased purchasing of new materials. She also noted that in previous years, statistics were not kept on Wireless Internet use and that this number would be recorded for future reports.

In Unfinished Business, Powers-Jones gave an update on the Reading Garden. The Friends of the Library planned to donate a bench and Linda Braun planned to donate a bench, both in memorial. Also, a trashcan would be ordered to match. Powers-Jones noted that she was unsure of the need for a large bike rack, but

had not yet seen nice weather traffic to make that decision. Mayor Masee informed the Board that the reasoning for a large bike rack was to more fully enclose the Reading Garden area adjacent to the parking lot in addition to being used for bike parking. Board members agreed that this would be necessary and Powers-Jones committed to finding a suitable bike rack. Also, Powers-Jones asked the Library Board for a good time to have the Reading Garden Dedication. Board members felt that holding the dedication as part of the Wild Chicken Festival would be ideal. Powers-Jones agreed to contact Festival coordinators to find an ideal time for such an event.

Powers-Jones reported on the status of the Foundation and Friends of the Library non-profit status. She said that she had spoken to the lawyer John Ed Smith and that he was waiting for her to send a list of officers (provided by Clements) and the current Constitution. She said that she was in-touch with Sandy Hester and getting that information together.

Powers-Jones gave an update on the 2014 AUP / Audit. She had contacted Mr. Eckler and he had sent a list of items to prepare in anticipation of his visit and hoped to have the AUP completed by the end of February. In New Business, Powers-Jones reported on the need to address the practice of not checking out videos to juvenile patrons. She informed the board that this was not supported by Board-approved policy and that it needed to be. Ben Jacobs moved to allow video check-outs to minors based on MPAA-guidelines; Jordan seconded the motion. The motion passed unanimously.

Powers-Jones also presented proposed changes to the Patron Responsibilities and Conduct Policy to allowing staff discretion in prohibiting or allowing food and drink in the library, allowing staff discretion as to when cell phone use becomes disruptive, and to disallow smoking on library grounds. Mayor Masee moved to accept the proposed changes as presented; Jacobs seconded the motion. The motion passed unanimously.

Clements asked for nominations for Board Officers: Chair, Vice-Chair, and Secretary. Powers-Jones noted that all officers were eligible to continue serving for another term. Clements and Jordan were willing to continue serving; Anna Brown declined to continue as Secretary. Chairman Jay moved to re-elect Clements as Chair and Jordan as Vice-Chair. Jacobs seconded the motion. The motion passed unanimously. Mayor Masee nominated Marsha Stembridge as Secretary, who was willing to serve. Virginia Watson moved to elect Stembridge; Davis seconded the motion. The motion passed unanimously. All board members thanked Brown's many years of service as Secretary.

The final order of New Business was the new Library Logo. Powers-Jones presented the logo and asked for comment. Board members liked the new logo and approved of the design. No vote was made. Jordan asked Powers-Jones to look into T-Shirts with the logo for the Wild Chicken Festival. Powers-Jones agreed to check into it.

Clements noted that the next meeting was on Tuesday, April 26, 2016 at 5pm. He asked for a motion to adjourn. Masee so moved; Davis seconded the motion. The motion passed unanimously and the meeting was adjourned.