

Minutes for Board Meeting of July 26, 2016
Fitzgerald-Ben Hill County Library Board Meeting / October 25, 2016

Members Attending: Anna Brown, John Clements, Ben Jacobs, Marsha Stembridge, and Sherry Sue Davis.
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 April 26, 2016 meeting. Sherry Sue Davis moved to accept the minutes and Ben Jacobs seconded the motion. The motion passed unanimously.

The first order of business regarded the 2016 Quarter 2 Financial Report as presented by Martha Powers-Jones. Powers-Jones reported that State Fiscal Year 2016 ended on June 30, 2016 and Clark Outsource and Library staff were working on closing out that fiscal year. She reported that there was additional SSG money that was utilized to offset expenditures in the 2016 Local Budget. Powers-Jones recommended waiting until the October meeting to recommend any line item amendments. Clements inquired about the over-budget Staff Equipment line expenditure; Powers-Jones noted that a camera was purchased that needed to be reclassified under Public Resources. Jacobs moved to accept the report as presented and Virginia Watson seconded the motion; the motion passed unanimously.

Clements asked Powers-Jones to present the Director's Report. Powers-Jones noted that the report had changed slightly from when it was first emailed to the Board; the "Staff" section was updated to include travel and training activities. Powers-Jones also mentioned that some staff changes had just occurred and were therefore not in the report. Jabrehia Green will be starting Valdosta State in August and would not be on the regular monthly schedule anymore. Green does intend to work breaks as much as possible. Aaliyah Ross will be hired in August to take Green's Saturday shift. Ross is a sophomore this year and has been volunteering during the summer reading program for the past three years

Clements reported the results of the Executive Committee's evaluation review of Director Martha Powers-Jones. He reported that the committee gave Powers-Jones an excellent evaluation and recommended her for the 3% raise for state employees. Chairman Jay moved to approve the Executive Committee's evaluation of Powers-Jones and their recommendation for the raise. Jacobs seconded the motion; the motion passed unanimously.

Powers-Jones discussed the need to re-instate the Policy Review Committee, consisting of Ben Jacobs and John Clements. The Library Board agreed and Jacobs and Clements agreed to continue serving on that committee.

In Unfinished Business, Powers-Jones gave an update on the 2014 and 2015 AUPs. She reported that these were both completed and submitted to GPLS. Clements had signed off on the Action Plan to address findings for both years' AUPs and Powers-Jones was waiting on approval from GPLS. She noted that for FY 2014, there were six findings out of thirteen procedures and for FY 2015 there were six findings out of 17 procedures. Powers-Jones emphasized that the high number of findings and the tardy completion of the AUP were both unacceptable. She said that GPLS can withhold funding if we cannot submit on time and/or have fewer findings in the future. Powers-Jones noted that many of the issues were taken care of when Clark Outsource

took over the bookkeeping and she anticipated fewer findings in the future. She also noted that the 2016 AUP is tentatively scheduled for November.

Powers-Jones updated the Board on the ongoing Strategic Plan process. She reminded the Board that the Planning Committee members included herself, John Clements, Ben Jacobs, Chamber of Commerce Executive Director Neesa Williams, Friends of the Library member Linda Braun, and Library Staff members Sue Hostetler and Jennifer Johnson. The committee met three times this summer and were responsible for invitees for the retreat, sending an invitation letter to invitees, sending out and compiling surveys for the staff and for the community. Powers-Jones noted that the staff surveys had been completed and the results shared with Clements; the three notable issues concerned communication between staff and herself, staff knowledge of computers and technology, and issues with policy changes since she began work. Powers-Jones stated that she hoped holding monthly meetings with individual staff members would help to address communication issues. Additionally, Clements had connected her with someone at Wiregrass who would be working to do a half-day computer/technology workshop for staff at the next Staff Training Day. Clements thought that a yearly survey of this type would be useful to give staff a chance for expression. Powers-Jones added that doing this survey a year from now would give staff time to adjust to recent changes. Results for the community survey were not available yet but would be presented at the retreat.

Under New Business, Clements asked Powers-Jones to present the 2017 State Budget proposal. Powers-Jones reported that the 2017 fiscal year began July 1st. The budget proposal included funding for materials, technology, public space furniture, and staff work-area upgrades. Powers-Jones stated that she was optimistic that costs for furniture and work-area upgrades would come in under budget allowing additional funds to be used towards personnel costs in the local budget. She hoped to have a more solid figure with a line item recommendation proposal at the October meeting. Jacobs moved to accept the proposal. Chairman Jay seconded the motion; the motion passed unanimously.

Clements asked Powers-Jones to present on updating the current pay scale. Powers-Jones reported that the current scale did not account for actual job duties and relied on experience to determine wages. She also noted that this scale could become burdensome should you have several long-serving employees. She recommended changes to align job duties with pay ranges. Powers-Jones reported discussions with Kathy Young and surrounding library system directors as main sources for drafting the recommendation. Chairman Jay noted the low wages of newer staff and agreed a change needed to be made. Clements noted that this change would be more fiscally responsible. Clements also asked Powers-Jones to discuss the Library's practice of covering employee's contributions towards their healthcare and flexible benefits. Powers-Jones noted that this was an unusual practice and that she had discussed this practice with Young. Powers-Jones recommended revisiting this practice at the October Board meeting as part of the budget discussions. Powers-Jones recommended to implement the pay scale proposal on January 1, 2017 and to freeze employees' wages who fell above their position's new salary range, while bumping up employees whose wages fell below their position's minimum wage to the new base for their position. Powers-Jones noted the need to acknowledge stellar evaluations for employees who were above their pay range but was unsure of how to do that. Chairman Jay recommended giving those employees who fell above their pay range a one-time bonus if their yearly evaluations warranted such an action and budgetary funds were available in lieu of a pay raise. Jacobs moved to accept this proposal with that revision; Anna Brown seconded the motion. The motion passed unanimously.

Powers-Jones asked the Board to consider closing for the fall staff training day. She recommended holding it on November 11, 2016. Powers-Jones informed the Board that she was working with Wiregrass to provide a half-day session on computers and technology. Other sessions had yet to be set. Chairman Jay moved to

close on November 11, 2016 for staff training. Jacobs seconded the motion; the motion passed unanimously.

Clements talked about the importance of fine forgiveness. He asked Powers-Jones to present her recommendations. Powers-Jones noted that we have a high-rate of non-returned items with the state average being around 1.5% and the Library's average coming in around 3%. She recommended that as a one-time effort the Library Board consider designating September for fine forgiveness in conjunction with National Library Card Sign-Up month. Powers-Jones felt this would give adequate opportunity for people to return outstanding items and to replace their card free of charge. She also noted that tying fine forgiveness rates to a drive for school supplies would be an added benefit to the community. Brown asked what the loss in revenue would be. Powers-Jones estimated this to be around \$1,000. She emphasized the real goal would be to get outstanding movies and books returned in addition to bring people back to the library. Powers-Jones thought that, after September, it would be worth considering referring patrons with outstanding items to a Collection Agency since they should have had adequate time to return those items penalty-free. Watson noted that efforts should be made to contact those patrons during September; Powers-Jones noted that this would be done. Chairman Jay moved to accept the proposal. Brown seconded the motion; the motion passed unanimously.

Clements noted that the next meeting was on Tuesday, October 25, 2016 at 5pm. The meeting was adjourned.