

Minutes for Board Meeting of October 25, 2016
Fitzgerald-Ben Hill County Library Board Meeting / January 24, 2017

Members Attending: Anna Brown, John Clements, Sherry Sue Davis, Chairman Philip Jay, Mayor Mark Masee, Marsha Stembridge, 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 and opened with a surprise celebratory reception for Director Martha Powers-Jones in honor of her completion of the PINNACLE Program.

Minutes were presented for the July 26, 2016 meeting. Mayor Masee moved to accept the minutes and Anna Brown seconded the motion. The motion passed unanimously.

The first order of business regarded the 2016 Quarter 3 Financial Report as presented by Powers-Jones. Powers-Jones reminded the Board that State Fiscal Year 2016 ended on June 30, 2016 and Clark Outsource and Library staff had just finished closing out that fiscal year. She reported that there was additional SSG money that was utilized to offset expenditures in the 2016 Local Budget and made suggestions for line item adjustments in the areas of Building, Public Resources, and Staff Resources. Masee inquired about the change in Building insurance; Powers-Jones clarified that the amount had not changed, but that item was paid with SSG funds leading to the recommendation of changing that line item accordingly. Masee moved to accept the report and recommendations as presented and Brown seconded the motion; the motion passed unanimously.

Clements asked Powers-Jones to highlight any notable items presented in the Director's Report. Powers-Jones noted that all staff had attended training of some type since the last meeting. She asked Board members to feel free to contact her if they had any other questions about her written report.

Clements presented the Reports of Committees and asked Powers-Jones to discuss the Financial Policies proposal. Powers-Jones noted that these policies were largely based on Piedmont Regional and Newton County's policies. She noted that the Board might consider reviewing the authority they want the Director to have when changing budgetary amounts. She recommended that the Board change the policy as proposed from "between the four categories of Personnel, Building, Public Resources, and Staff Resources" to "between the line items within the four categories of Personnel, Building, Public Resources, and Staff Resources." She also noted the section discussing fund balance and asked the Board to weigh in. Masee noted that it was good practice to try and maintain a 3 months' expenditures fund balance. Clements asked if the policy needed to address purchasing from local vendors. Masee and Philip Jay noted that was a good practice, but should be addressed in the soliciting of bids and be considered a practice rather than a formal policy. Masee moved to approve the Financial Policies proposal, with the change to the budgetary movement within categories and Jay seconded the motion; the motion passed unanimously.

In Unfinished Business, Powers-Jones provided the Board with the 2014 and 2015 AUP action plans and reports. She asked if copies needed to be provided to the County Manager and the City CFO; Masee and Jay agreed that providing them (Jay and Masee) with copies was sufficient notice for our funding agencies. Powers-Jones noted that the 2016 AUP was scheduled for November.

Also in Unfinished Business, Powers-Jones provided the Board with a draft of the Strategic Plan, as prepared by facilitators Carrie Zeiger and Stephen Houser. Jay commented that it was nicely laid out and Clements noted the success of the Retreat. Two typos were found – Anne Jordan’s name was missing and “e” and Philip Jay noted that the “lll” as part of his name was incorrect. Jay moved to adopt the Strategic Plan with those changes and Jordan seconded the motion; the motion passed unanimously.

Clements asked Powers-Jones to present the Pay Scale agenda item. Powers-Jones reminded the Board that they had adopted a new pay scale in July to take effect in 2017. In addition, the Board had discontinued the practice of paying the employee contribution for benefits effective with the 2017 budget, but the Board had wanted to adjust staff salaries so that take home pay was not affected. Also as part of that new scale, some members of the staff were now above their pay scale and the Board had voted to give a bonus to those staff members in lieu of changing their salary. Since that July meeting, Powers-Jones found that the State did not allow bonuses to be paid with state funds and discouraged the practice in libraries as a general rule. Powers-Jones spoke to Kathy Young at the City and she also discouraged this practice. Powers-Jones asked the Board to consider “grandfathering in” the affected staff to allow them to receive the 5% raise and therefore alleviate any burden as a result of this change in benefit practice. Jay moved to approve this proposal and Jordan seconded the motion; the motion passed unanimously.

Clements asked Powers-Jones to report on Fine Forgiveness Month. She reported that around \$100 was raised for Communities in Schools and that a large box of sanitary items were collected for CIS’s Sanitize September fundraiser. Jordan asked if it was feasible to do this again in the near future and expressed concern that patrons would limit their library use due to fines. Powers-Jones noted that the real issue was getting patrons to return their overdue items because the library had to cover the cost to replace them if kept by a patron. Masee pointed out that fine monies accounted for about \$12,000 in revenue each year for the Library and was a necessary part of staying in the black under current funding levels. Clements agreed that we should continue fine forgiveness periods in the future and set the topic to be revisited in the future.

Powers-Jones reported on the STEAM Grant that was currently underway. The \$15,000 grant required a \$1,000 match. Powers-Jones reported that the focus was on creating three different mobile units – a Maker / Sprout unit, a movie-making / design unit, and a DIY craft unit – that could be lent out to area organizations to expand services.

Clements asked Powers-Jones to present the Fee Schedule proposal for 2017. Powers-Jones recommended changing the practice of not charging for a cover sheet for faxing to charging \$1.00 for the cover sheet, to change the fee for color copies to \$0.25 a copy (down from \$1.00 a copy), to provide notary and proctoring services free of charge to patrons with library accounts in good standing (current cost is \$2.00 and \$5.00 respectively for all patrons), and to add the fee for poster printing at \$6.00 a square foot. Jay moved to accept the proposal as presented and Masee seconded the motion; the motion passed unanimously.

Powers-Jones reported that the current Signatory Authority was approved through the end of this month and this needed to be re-voted on for the period of November 1, 2016 – October 31, 2017. Jordan moved to continue Powers-Jones as the Signatory Authority and Watson seconded the motion; the motion passed unanimously.

Clements asked Powers-Jones to report on the Holiday Schedule for 2017. Powers-Jones noted that the same practice for 2016 was followed in this proposed schedule. Masee noted a few typos in dates of holidays. Masee moved to approve the schedule with those typos fixed and Jordan seconded the motion; the motion passed unanimously.

Clements asked Powers-Jones to present the proposal for new digital content. Powers-Jones reported that Recorded Books / RB Digital had presented a proposal for adding digital content for magazines (Zinio for Libraries), PC and Android games (OnePlay), and digital graphic novels and comics (ComicsPlus Library Edition) that would cost approximately \$2,112.50 a year. She recommended using state material money to cover this cost. Powers-Jones acknowledged that she was not sure how in-demand these services would be but thought it would be a great idea to offer it to the community for a year to gauge usage and reception. Clements noted that these services might help bring non-typical library users to the library and Jay thought the digital magazines in particular would find a receptive audience. Jay moved to accept the proposal as presented and Sherry Sue Davis seconded the motion; the motion passed unanimously.

Clements presented an idea to install an ATM machine at the library. Clements informed the Board that he was now working for an ATM company called Money Tree ATM Services. He explained that the machine could be installed and a portion of the service fee would go to the library. He recommended specifically that this money go to the Foundation on behalf of the Library. Clements noted that the machine could be rented or purchased and that would change the percentage of the fee that would go to the Foundation. Board members were receptive. Powers-Jones noted that the nearest ATM machine was a few blocks away and that this service would be a welcome addition to patrons who walk. Masee suggested that Clements present a written proposal from Money Tree ATM Services at the January meeting. Clements agreed and the item was tabled until that time.

Powers-Jones informed the Board that she would like to withdraw the VHS and Cassette collections. She said that normally she would not ask the Board to weigh in on weeding, but that since these were entire format collections, she wanted to make sure they were aware of her intention and had a chance to weigh in. Board members felt she should proceed as planned and no objections were made.

Clements noted that the next meeting will be on Tuesday, January 24, 2017 at 5pm. The meeting was adjourned.