

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.

1-4 years	4 hours/month
5-9 years	8 hours/month
10-14 years	12 hours/month
15-19 years	16 hours/month
20+ years	20 hours/month (MAX)

- 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.