

## Board of Trustees Minutes

Tuesday, August 2<sup>nd</sup>, 2016

APPROVED November 1, 2017

<b>Place of Meeting:</b>	Wayne County Library Meeting Room
<b>Board Members Present:</b>	Jim Cote, Cindra Otto, Ernest Larson, Bill Cooksey, Neva Pittman
<b>Regional Representative:</b>	Dr. Diana Very
<b>Staff Present:</b>	Deborah Turner and Megan Robinson
<b>Roll Call:</b>	Deborah Turner

### Approvals:

- a) Minutes- Cindra Otto made a motion to change the April 12<sup>th</sup> minutes under Executive Session. The motion to adjourn needs to be moved above the votes that were made. Neva Pittman seconded the motion. Motion carried.
- b) Financial report –Cindra Otto made a motion to approve the financial report. Ernest Larson seconded. Motion carried.
- c) Budget for 2016-17 – Proposed changes from last meeting were made to the budget and presented to the Board. **ACTION: Library Manager is to check with the Board of Education and the County Clerk to see if the library's budget is on par with what they have budgeted.**

### Unfinished Business:

- a) Lighting/Electricity – Bill Cooksey made a motion to pay Georgia Power to install five lights in the library parking lot. Cindra Otto seconded the motion. Motion carried.  
**ACTION: Library Manager to contact Georgia Power and initiate action to install lighting.**
- b) Drop box – Mr. Cooksey is asking Sheriff Carter if he can find a laborer to build a box foundation and pour a slab of concrete for the library. He is also trying to find someone to donate the concrete needed for the project. **ACTION: Mr. Cooksey to install concrete pad.**
- c) Computer/Computer station issues – Megan will work with Clint to help with some of the computer issues. Clint will be taking the four computers that are not working **or** out of service to troubleshoot them. **ACTION: Library Manager is to clear the server area of all miscellaneous items. Mr. Cote will evaluate the server to determine if it needs to be replaced.**
- d) Security cameras – Mr. Cote has some cameras ready to be installed at the library for use at the drop box location.
- e) 5 Year Plan – **ACTION: Library Manager must create proposal and budget to implement number priority project on capital project list.**

**New Business-**

- a) 2015-16 in review – budget item covered under Approvals (c).
- b) Manager's Vacation/Sick Leave – ***ACTION: Library Manager to come back with a plan.***

**Manager's Report:**

- a) Summer Reading – The numbers were down this year, but everyone that attended really enjoyed themselves.
- b) Staff changes – We have two new staff members joining us.
- c) Water fountain has arrived. ***ACTION: Library Manager will pick up water fountain and have it installed.***

**Regional Representative**

- a) Meeting scheduled for August 25<sup>th</sup> at the Regional Office.

**Next Meeting:** Next meeting on November 1<sup>st</sup>, 2016

**Adjournment:** Bill Cooksey made a motion to adjourn. Cindra Otto seconded the motion. Motion carried.