

# LONG COUNTY PUBLIC LIBRARY

**“The Mission of the Long County Public Library is to inspire lifelong learning, advance knowledge, and strengthen our community.”**

## Long County Public Library Board of Trustees Minutes of October 17th, 2017 Meeting

### **Trustees Present:**

Joe Sullivan, Chairperson  
Brent Klinedinst Sr.  
Kathy Simmons  
Amy Howard  
Mike McCall  
Barb Parker  
Julia Smiley

### **Trustees Absent:**

Linda Smith  
Betty Baxter

### **Others:**

Tammy Goober (Library Manager)  
Dr. Very (TRRLS)

### **Call to Order:**

Joe, chairperson called the meeting to order at 5:34 pm [EST]. A quorum of directors was present and the meeting, having been duly convened was ready to proceed with business.

### **Agenda and Minutes of Meeting:**

Kathy made a motion to adopt the meeting agenda as submitted, Mike seconded the motion and the motion passed unanimously.

Minutes from the meeting of July 18<sup>th</sup>, 2017 were presented.  
Brent made a motion to accept minutes as presented, Mike seconded the motion and minutes were unanimously accepted.

Minutes from the meeting of August 31st, 2017 were presented.  
Mike made a motion to accept minutes as presented, Amy seconded the motion and minutes were unanimously accepted.

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## **Regional Report:**

Dr. Very reported that the region purchased a self-publishing program that would let authors in the community write on-line or upload what they have written. Dr. Very will be working on small business modules in the next year and also attend a marketing conference. The funds for materials should be disbursed by the end of February.

## **Financial Report:**

Brent reported that AME Electric has been paid, but is still waiting on an invoice from CES which will complete payment for upgrading all lights in the library.

## **Policies & Procedures Committee:**

The committee had nothing new to report.

## **Fundraising Committee:**

The committee is still working on Calendar and Calendar Ad sales with a deadline of October 31<sup>st</sup>. Calendars will be ordered during the first week of November.

## **Finance Committee:**

The committee had nothing to report.

Financial Reports: Attached to minutes

Financial report summary for July 2017 – Statement received 10-3-2017

Beginning Balance:	<b>\$ 55,161.65</b>
Net Increase (Decrease)	<b>\$ 215.40</b>
Ending Balance:	<b>\$ 55,377.05</b>

Financial report summary for August 2017 – Statement received

Beginning Balance:	<b>\$ 55,377.05</b>
Net Increase (Decrease)	<b>\$ (3,382.35)</b>
Ending Balance:	<b>\$ 51,994.70</b>

Financial report summary for September 2017 - Statement received 10-12-2017

Beginning Balance:	<b>\$51,994.70</b>
Net Increase (Decrease)	<b>\$(1,296.84)</b>
Ending Balance:	<b>\$50,697.86</b>

## **Building and Ground Committee:**

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The committee reported that all lights have been upgraded to LED. The ceiling has been installed in supply room and the hardwiring for computers has been completed as well. A few small items on the list still need to be finished.

## **Strategic Planning Committee:**

The committee had nothing to report.

## **By-Laws Committee:**

The committee had nothing to report.

## **Executive Committee:**

The committee had nothing to report, but Joe recommended that every committee should meet on a quarterly basis to draw up a plan of goals for the year.

## **Personnel Committee**

The committee held an executive session to discuss increasing Tammy’s salary by \$1.00 per hour based on completed evaluations. The raise would take effect November 1<sup>st</sup> 2017. The region supported the salary increase recommendation and will cover the additional cost. Mike made a motion to end the executive session and Brent seconded the motion. Tammy was asked to leave the meeting room in order for the Board to vote on the salary increase. Joe made a motion to implement the raise effective November 1<sup>st</sup> and the request passed unanimously.

## **Library Manager’s Report:**

Tammy presented a detailed report for activities in August, September and October. Her report is attached to the minutes. Tammy attended the Wildlife Festival. She sold 12 cookbooks and received \$12.00 in donations. (The Festival Committee donates \$200.00 to the summer reading program) Some upcoming events include: Clifford The Big Red Dog in November and a program designed to prevent and stop bullying. For next year she hopes to have the weather team from WTOC hold an event and is planning on a “Walking Dead” battle with nerf guns for teens.

## **Old Business:**

None

## **New Business:**

None

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## **Announcements:**

Joe requested that all committees meet on a regular basis and set goals and plan for the coming year.

The next Regional meeting is November 9<sup>th</sup>.

A Christmas Party is planned for our funding agencies – Tammy, Kathy, Julia and Barb will meet to discuss.

## **Next Board Meeting:**

Next board meeting will be at 5:30 pm (EDST) on January 16<sup>th</sup>, 2018, with committees meeting at 5:00pm (EDST).

## **Adjournment:**

There being no further business to come before the board, Brent made a motion that we adjourn. Mike seconded the motion and it was unanimously approved at approximately 6:13pm (EDST).

Respectfully Submitted,

Barb Parker