

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 April 12th, 2016 meeting

Trustees Present:

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

Trustees Absent:

Joy Strickland
Betty Baxter

Others:

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

Call to Order:

Joe, chairperson, called the meeting to order at 5:30 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:

Amy moved to adopt the meeting agenda as submitted, Mike seconded the motion, and the motion passed unanimously.

Minutes from the meeting of January 19th, 2016 were presented.

Mike moved to accept minutes as presented, Kathy seconded the motion and minutes were unanimously accepted.

Regional Report:

Dr. Very announced that the materials budget passed at \$0.25 per capita – estimated budget being \$39 000.00, out of which she is able to allocate funds at her discretion. Dr. Very will provide a web address / link to us, that provides training for Trustees. She is also waiting to receive a corrected “transfer request for retirement” document from Linda Keen (past TRRLS director)

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Committee Reports:

Policies & Procedures Committee:

The committee had nothing new to report.

Fundraising Committee:

Amy reported that an account has been created for submitting recipes on the cookbook publisher’s website. Also an e-mail address will be created on Facebook, where recipes can be submitted by cookbook contributors.

Finance Committee:

Financial Reports: Attached to minutes

Financial report summary for January 2016 – Statement received 02-15-2016

Beginning Balance:	\$ 39,363.03
Net Increase (Decrease)	\$ (7,954.73)
Ending Balance:	\$ 31,408.30

Financial report summary for February 2016 – Statement received 03-15-2016

	Reported:	Should Be:
Beginning Balance:	\$ 32,854.70	\$ 31,408.30
Net Increase (Decrease)	\$ (1,212.12)	\$ (1,212.12)
Ending Balance:	\$ 31,642.58	\$ 30,196.18

Brent will work with Sally to correct budget discrepancy.

Amy made a motion to accept the financial report as submitted. The motion was seconded by Barb and the report was unanimously accepted.

Motion was made by Mike to close a small petty cash account at the Ludowici Bank. Kathy seconded the motion and it passed unanimously.

A letter requesting the closure of the account is to be prepared by Barb and delivered to the Ludowici Bank by Brent.

Building and Ground Committee:

During an inspection of the library several code violations were discovered by the Fire Marshal.

- A ceiling needs to be installed in the storage room.
- Mold discovered in the storage room has to be remediated.
- The alarm system is not fully functional and needs to be up-graded.
- Electrical cords need to be de-cluttered and neatened.

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- A list of all cleaning supplies has to be posted.
- The fire extinguishers were checked and refilled.

Strategic Planning Committee:

The committee had nothing to report.

By-Laws Committee:

Joe requested that new by-laws documents are drawn up.

Executive Committee:

The committee had nothing to report.

Personnel Committee

The committee had nothing to report.

Library Manager’s Report:

Registration for the summer reading program will be in May. There will be three programs each week in June:

- Tuesday - Story & Craft time
- Wednesday - Exercise & Game time
- Thursday - Varied performers

The program ends June 30th, with bounce houses and refreshments. Health screenings will also be offered.

The County Commissioners have amended their budget to include \$8000.00 for student worker salaries and added \$5000.00 to original payment to Library.

Also requested additional funding from BOE / Dr. Waters in the amount of \$3500.00

Old Business:

None

New Business:

Updates to the Committee assignments were made. Revised copy is attached to minutes.

Announcements:

The Library will be closed on May 3rd for a staff development meeting. The Regional Board will meet on May 26th.

Next Board Meeting:

Next board meeting will be at 5:30 pm (EDST) on July 19th, 2016, with committees meeting at 5:00pm (EDST).

Adjournment:

There being no further business to come before the board, Mike made a motion that we adjourn. Kathy seconded the motion and it was unanimously approved at approximately 6:30pm (EDST).

Respectfully Submitted,

Barb Parker