

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 August 27th, 2019 Meeting

Trustees Present:

Joe Sullivan, Chairperson
Brent Klinedinst
Mike McCall
Barb Parker
Betty Baxter
Julia Smiley

Trustees Absent:

Amy Howard
Kathy Simmons
Linda Smith

Others:

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

Call to Order:

Joe, chairperson called the meeting to order at 5:28 pm [EST]. A quorum of trustees was present and the meeting, having been duly convened was ready to proceed with business.

Agenda and Minutes of Meeting:

The meeting agenda was presented and Brent requested a change to the committee reporting order, due to another appointment. Joe made a motion to adopt the meeting agenda as amended, Julia seconded the motion and the motion passed unanimously.

Minutes from the meeting of June 25th, 2019 were presented.
Brent made a motion to accept the minutes as presented, Barb seconded the motion and the motion passed unanimously.

Regional Report:

Dr. Very reported that no qualified candidate has been found yet to replace the accounts payable clerk. At this time the payroll clerk is handling this duty as well. The library system might lose \$32,000.00 from the materials budget due to state funding cuts. A recommendation was made by Dr. Very to cut back on Technology spending to offset the budget cut. There have been discussion of installing coin operated copiers and business centers in all libraries.

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Financial Report:

Brent presented the proposed budget for fiscal year 2019 – 2020. Correction will be made by the region to reflect payments of FICA and Medicare tax.

Brent made a motion to adopt the proposed budget, Mike seconded the motion and it passed unanimously.

Treasurer’s report:

January 2019	Statement received 03-14-2019
Beginning Balance	\$75,839.47
Net Surplus / (Deficit)	\$(10,360.40)
Ending Balance	\$65,479.07

February 2019	Statement received 04-24-2019
Beginning Balance	\$65,479.07
Net Surplus / (Deficit)	\$ (850.30)
Ending Balance	\$64,628.77

March 2019	Statement received 04-30-2019
Beginning Balance	\$64,628.77
Net Surplus / (Deficit)	\$ 659.84
Ending Balance	\$65,288.61

April 2019	Statement received 05-07-2019
Beginning Balance	\$65,288.61
Net Surplus / (Deficit)	\$(9,989.68)
Ending Balance	\$55,298.93

May 2019	Statement received 06-26-2019
Beginning Balance	\$55,298.93
Net Surplus / (Deficit)	\$ 6,449.30
Ending Balance	\$61,748.23

June 2019	Statement received 08-14-2019
Beginning Balance	\$61,748.23
Net Surplus / (Deficit)	\$(1,790.48)
Ending Balance	\$59,957.75

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July 2019	Statement received 08-27-2019
Beginning Balance	\$59,957.75
Net Surplus / (Deficit)	\$(7,710.90)
Ending Balance	\$52,246.85

Policies & Procedures Committee:

The committee had nothing to report.

Fundraising Committee:

Betty reported the kick-off for our calendar and calendar ad sales. The cost to print calendars has increased, but the sale price will remain at \$15.00 per calendar and \$50.00 per calendar ad.

We will hold our annual cake auction in conjunction with the Christmas tree lighting.

Finance Committee:

Due to Brent having to leave early, the proposed budget and treasurer’s report were presented during the financial report.

Building and Ground Committee:

Tammy reported that the library would like to install handicapped doors. A grant to pay for the installation would not be available until July of 2020. There is a possibility that the County Commissioners will cover part of the cost.

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.

Personnel Committee

The committee held a meeting and discussed adopting the Three Rivers Library System Personnel Policy.

Mike moved to adopt the policy, which includes pay and retirement benefits, Betty seconded the motion and it was unanimously approved.

The new Personnel Policy will go in effect January 2020.

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Library Manager’s Report:

Tammy reported on past and planned activities for the Library.

August:

We did a lot of cleaning and work in the stacks and prepared for new programs to begin in September.

Tammy attended a Staff Development Day at the Regional office.

September:

Book buddies will resume September 10th

New program to begin are:

Monthly movie matinee – 1st Saturday of the month

Family Fun night – 2nd Thursday of the month

Adult Crafting – 2nd Saturday of the month

Master Builders (Lego club) – 3rd Thursday of the month

Toddler time will continue on Thursdays at 10:30 am

October:

Tammy will be attending the Georgia Library Conference in Macon October 9th through the 11th.

Planning teen programs:

Mini Lock-in

Escape room (Halloween)

Zombie Night in the Library

Summer Reading Numbers:

Total registration: 341 with 295 completed programs

Total hours read: 3902

Total attendance: 52 programs with 3148 attending

Close to 100 attendees every week with over 100 completing all programs

90 new library cards issued

We received \$3000.00 in cash donations and \$2000.00 in goods donations from the Community

Personnel:

We hope to partner with Work – Source Coastal for an employee to work 10 weeks through their program. We have requested that Lillie Walker, who worked through the WSC summer program be allowed to step in to this next program and continue to work here for 10 more weeks. We hope she will begin work again in September. WSC pays the salary of \$10.00 per hour, 40 hours a week for 10 week and provides workman’s comp.

Tammy has been very involved with all community activities and meetings. She will host the monthly Managers meeting in September

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Old Business:

None

New Business:

None

Announcements:

The Library will be closed September 2nd for Labor Day.

The next Regional Board meeting will be on November 21st, 2019

Next Board Meeting:

Next board meeting will be at 5:30 pm (EDST) November 19th, 2019 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. Betty seconded the motion and it was unanimously approved at approximately 6:11pm (EDST).

Respectfully Submitted,

Barb Parker
Board Secretary