

# 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 November 13<sup>th</sup>, 2018 Meeting

### **Trustees Present:**

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

### **Trustees Absent:**

Betty Baxter

### **Others:**

Tammy Goober (Library Manager)  
Ceil Smith (TRRLS)

### **Call to Order:**

Joe, chairperson called the meeting to order at 5:31 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:**

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

Minutes from the meeting of September 20th, 2018 were presented.  
Mike made a motion to accept the minutes as presented, Brent seconded the motion and the motion passed unanimously.

### **Regional Report:**

Ceil reported that Dr. Very is attending a Marketing Conference in Illinois.  
The next Regional Board meeting is November 29th at 5pm.

### **Financial Report:**

Brent presented the financial report:  
The Postage expense is at 56.9% of the annual budget due to shipping cost of calendars.  
The Adult Program expense shown at 60.1% of the annual budget is due to supplies for the paint party held in October. However those funds have been recovered during the fundraising event.

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September 2018	Statement received: 10-22-2018
Beginning Balance	\$ 57,901.83
Net Surplus / (Deficit)	\$ 678.91
Ending Balance	\$ 58,580.74

## **Policies & Procedures Committee:**

The committee had nothing to report.

## **Fundraising Committee:**

Tammy Reported on behalf of Betty:  
Calendar orders will be finalized by November 17<sup>th</sup>.  
The cake auction will be held on November 29<sup>th</sup> in conjunction with the Christmas tree lighting.

## **Finance Committee:**

The committee had nothing to report.

## **Building and Ground Committee:**

Tammy reported that there is a small leak in the storage building – her husband is trying to find and fix the problem.

Gutter-R-Us has provided quotes for installing gutters on the Library:

Front and back only: \$1,250.00

Whole Building: \$2,500.00

After a brief discussion Brent made a motion to approve the funds needed for installation of gutters on the front and back of the building only. Mike seconded the motion and the board approved the request unanimously.

## **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 had nothing to report.

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## **Library Manager’s Report:**

The new Drop Box has arrived and will be installed soon.

A “Build-A-Bear” event for ages 2 through 10 will be held on November 17<sup>th</sup> at 11am.

The reading buddies program has kicked off and is doing great, but more volunteer students are needed. The students (from BETA Club) help with reading and also assist completing homework assignments.

Iryna Combs will hold a book signing on November 15<sup>th</sup> and will donate sales proceeds back to the Library.

## **Old Business:**

None

## **New Business:**

A Discussion was held on how to thank our funding agencies. The Board agreed to send a gift basket to County Commissioners, Board Of Education, City Council and Region Office. A request for a budget of up to \$500.00 for the baskets was made. Brent made a motion to approve the request, Barb seconded the motion and it was unanimously approved.

## **Announcements:**

The Library will be closed November 22<sup>nd</sup> through November 26<sup>th</sup> and December 22<sup>nd</sup> through December 26<sup>th</sup>.

## **Next Board Meeting:**

Next board meeting will be at 5:30 pm (EDST) on February 19<sup>th</sup>, 2019 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 6:05pm (EDST).

Respectfully Submitted,

Barb Parker  
Board Secretary