

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 September 15th, 2016 meeting

Trustees Present:

Joe Sullivan, Chairperson
Brent Klinedinst Sr.
Amy Howard
Mike McCall
Joy Strickland
Betty Baxter
Barb Parker
Linda Smith

Trustees Absent:

Kathy Simmons

Others:

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

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:

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

Minutes from the meeting of July 19th 2016 were presented.

Corrections made were: Financial Committee report should reflect the budget as approved.

Manager’s Report should show the Dollar General grant as \$1000.00.

Joe made a motion to accept minutes as presented, Mike seconded the motion and minutes were unanimously accepted.

Regional Report:

Dr. Very reported that the region is still accepting applications for the manager’s position. A Grant in the amount of \$29,000.00 will be split between all eight libraries. Long County will receive \$3300.00 (divided over a 12 month period) to purchase materials. A Technology Grant in the amount of \$52,405.00 will also be divided between the libraries with Long County receiving \$6061.00. These funds have to be used for purchasing equipment to be utilized by

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Library patrons. A listing on items to be purchased has to be forwarded to GPLS by the end of October.

Dr. Very will try to order 3D printer for all region libraries.

Financial Report:

Brent reported that the monthly financials are now available through Tammy and can be viewed at the Library.

Committee Reports:

Policies & Procedures Committee:

The committee had nothing new to report.

Fundraising Committee:

Betty updated the board on the Cookbook fundraiser:

- 220 books were ordered
- After all discounts the total price was \$1081.60
- Books will be sold at \$15.00 a piece which will net a profit of \$ 2218.40
Payments in the amount of \$270.40 will have to be made to the publisher in October and December.

A book sale at the library raised \$326.00.

The deadline for selling calendar ads and calendars is October 31st.

Cathy is working on a Patriotic Quilt for a raffle.

Tammy is working on a Doggie Parade

Finance Committee:

Financial Reports: Attached to minutes

Financial report summary for June 2016 – Statement received 07-20-2016

Beginning Balance:	\$ 47,112.46	
Net Increase (Decrease)	\$ (8,936.20)	
Ending Balance:	\$ 38,176.26	Year End 2015-2016

Financial report summary for July 2016 – Statement received 08-22-2016

Beginning Balance:	\$ 38,176.26	
Net Increase (Decrease)	\$ (931.75)	
Ending Balance:	\$ 37,244.51	

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The Long County Commissioner have cut the budget for the library from \$80,300.00 to \$65,000.00 resulting in a decrease of \$15,300.00 from last year.

Adjustments have been made to the library budget to help offset the decrease as follows:

Remove one clerk	\$ 7,102.00
Cut computer purchase	\$ 4,500.00
Cut book purchase	<u>\$ 3,000.00</u>

For a total savings of \$ 14,602.00

This will leave a deficit of \$ 4,730.00 for year 2016-2017

A motion to approve the amended budget was made by Brent, Amy seconded the motion and the amended budget was approved unanimously.

Building and Ground Committee:

Brent reported that the new Alarm & Security system has been installed. The evacuation plans have been updated and posted.

Electrical work still has to be completed, the fire extinguishers still need to be serviced and the drop ceiling in the supply room installed.

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 is working on materials which will be used to conduct an evaluation of Tammy and the staff of the library. Evaluations should be completed on an annual basis.

Library Manager's Report:

Tammy presented a report on activities in October and upcoming activities for November with events ranging from Native American Day to Puppet shows of The cat In The Hat and Pete The Cat. Her detailed report is attached to the minutes.

Tammy has also agreed to serve on the Chamber Of Commerce Board.

Old Business:

None

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New Business:

Tammy has suggested a change in operating hours at the library

Announcements:

The next regional meeting will be on November 19th 2016

The library will be closed for Columbus Day – October 10th 2016

Next Board Meeting:

Next board meeting will be at 5:30 pm (EDST) on November 10th 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. Brent seconded the motion and it was unanimously approved at approximately 6:30pm (EDST).

Respectfully Submitted,

Barb Parker