

Sept. 15, 2020
Charlton Public Library
Quarterly Meeting Minutes

Members present: Bill Joiner, Linda Pina, Mary Kay Lindquist, Mandy Jackson, Barbara Smiley and Becky Coleman.

Members absent:

Staff present: Barbara Parker, Dorinda, Teena and Dr. Diana Very with Three Rivers Regional System

Visitors: None

The meeting was called to order by Mary Kay at 11:04. A motion was made by Mandy to accept the agenda and was seconded by Linda. All approved.

Minutes: A motion was made by Barbara Smiley to accept the minutes from the Jan. 14, 2020 quarterly meeting and was then seconded by Bill. All approved.

Financial report:

1. We reviewed bank statements for two accounts; commercial savings at FNB, and savings account from the building. Becky made a motion to accept the Financial Report, Linda seconded and all approved.
2. Other information: Library Board owns the building. We are funded by three agencies. The county helps maintain the building. The \$10,000 CD at FNB South is “our” money but Dr. Very needs to know if it is used.

Funding Activity Report:

1. Barbara provided information for the months of Jan-June. The number of patrons that have used the Quiet room and Meeting room was reported. These rooms are currently not for use at this time due to Covid.
2. Petty cash had dropped.

Manager’s Report: Report attached. Additional information includes:

1. 30 patrons used the library Monday
2. The staff is working very hard to clean and quarantine books
3. Blinds have been ordered and will be installed upon arrival. Becky was going to send a letter about this but will not do that now.

4. Kathy from Brantley Library may come to provide a training for the staff on using the 3-D Printer. A laptop will be needed before it can be used. When this is up and running the public will be able to send to the 3-D printer but there will be a fee for its use.
5. Our library provided a program called Imagination Station, which included a presentation of the “Makey, Makey”, 3-D Pens and Rigamajig. This is a portable program and can be moved from library to library
6. Attendance at these wonderful programs needs to be increased.
7. The microfiche is undecided. The digitalization of records is very expensive. The Ga. Digital Library may can help with this process.
8. Thanks to Covid and Teena and Erin, Book inventory is going well.
9. When the library returns to regular hours, we will consider keeping the library open an additional hour one day a week. The staff would come in an hour later on this day.
10. On Friday, December 18, 2020, there will be a staff development day and the staff will take another day off in its place.
11. GEO donated \$500 to help defer the cost of the Volunteer Christmas Celebration. Barbara Parker suggested we have this around the Thanksgiving season instead of Christmas. All agreed.
12. The BOE will cut funding for the library by 10%. There is a letter on file denoting this change.
13. Barbara Parker announced Dr. Very retirement. The retirement will be by April 30.

Old Business:

1. The front doors are working well. This work was done by Dubberly Glass. Becky Coleman will send a thank you note for their work.
2. The paper blinds look very nice and work well. We will also use SPLOST money to purchase 4 more boxes. Approximate cost is \$160 and does not need a motion for approval.

New Business:

1. Bill made a motion that we approve the closing dates and this was seconded by Linda and approved by all.

2. There is a sink hole in front of the building. Ronnie Pollock has come out to assess the area. Until the rain subsides nothing can be done. Bill suggested that we not fill the hole with concrete. Gravel or dirt may be an option but Barbara is concerned about why the sink hole has appeared.
3. There is a problem with the bathroom doors. The light does not come on until you having opened the door and gone all the way into the bathroom. At the conclusion of our meeting, Bill will look at it and give his opinion.
4. Linda reminded everyone about the census. Mary-Kay reminded everyone about the upcoming election and the need for poll workers.
5. Dorinda introduced a new program, Book Buddies. She will meet with Mr. Cooper and Meagan at the high school about the involvement of high school students. As of now this program is done in a virtual format.
6. Barbara Parker shared about a pen pal program. There are a three children participating in this, writing to children in Charlton Pennsylvania.

Regional Director's Report, Dr. Very:

1. Dr. Very has spent much time with the opening of the library in Woodbine.
2. There is a new system being used for the financial report so there is a delay in reporting. Dr. Very can provide a ledger until the financial report is ready.
3. The state budget has allocated \$4400 monthly for materials. This will be distributed each month to one of the 9 libraries in our region. The remaining months' distribution will be used to purchase electronic books that are accessible to all nine libraries.
4. Clint, as of Jan. 1 is the Three Rivers Regional Deputy Director.

Upon completion of business, a motion was made by Barbara Smiley to adjourn and seconded by Becky. We will meet again Jan. 12, 2021 at 11:45. Note the meeting time has changed, at the request of Mandy, and was agreed upon by those present. All were in favor of adjourning and we dismissed at 12:28 pm.

Respectfully submitted on Sept. 16, 2020.
Mandy Jackson, Secretary