

HENRY COUNTY PUBLIC LIBRARY

BOARD MEETING MINUTES

JANUARY 22, 2015

Board members in attendance: Nancye Chilton, Sharla Clubb, Ellie Brammell, Thomas Minton
Library Staff in attendance: Jessica Powell
KDLA Staff in attendance: none

The Board meeting was called to order at 5:04 p.m. by President Nancye Chilton. The meeting was held in the meeting room of the Henry County Public Library.

Public Comment: None.

Minutes Reviewed: A motion to approve the Minutes of the December 18, 2014 meeting was made by Sharla Clubb and seconded by Thomas Minton. The vote to approve the minutes was unanimous.

Circulation and Financial Reports: Following a review of the Circulation and Financial Reports, a motion was made by Ellie Brammell to accept the reports and approve of disbursements. A second was provided by Thomas Minton and all members voted to approve the motion.

Regional Report: none

Director's Report:

1. Jessica spoke to Chip Sutherland regarding issues related to the proposed library construction. He will report to the Board in February or March.
2. The auditor reports that the audit should be complete by next week.
3. Library Legislative Day will be held on February 17.
4. Jessica reported that she had obtained information on a new Toshiba copier. The copier would have a maintenance agreement and would save approximately \$200 - \$250 per month in copier costs. A motion to approve the new lease with a maintenance agreement was made by Thomas Minton. A second to the motion was provided by Ellie Brammell. The motion passed with all voting in favor.
5. The budget was reviewed and areas that will need to be changed were discussed.
6. Janitorial services were discussed. One quote for services has been received to date, more are expected.

New Business:

1. Nancye will call PBI to re-set access so as to enable Jessica to monitor accounts on-line.
2. The Credit Card agreement is still being considered. More information is needed before an agreement is finalized.
3. The issue of Employee Fines was discussed. Jessica will prepare a policy to be considered at the next meeting.
4. A projector rental agreement was discussed and reviewed. The library has 3 projectors. One projector could be leased to the public. The lessee would have to make arrangements with Jessica and fill out a Projector Rental Agreement. The only amendment suggested to the proposed agreement was to add the serial number of the projector being loaned to the information on the rental agreement. A motion to

approve the Projector Rental Agreement was made by Sharla Clubb. A second to the motion was made by Thomas Minton and the Board voted unanimously in favor of the motion.

5. Following many years of dedicated service, Barbara Harrod has had to relinquish her position on the Library Board. A notice will be placed in the Henry County Local to inform the public that an opening on the Board has occurred.

6. A brief discussion concerning an employee evaluation was held. It was decided to start the next meeting an hour earlier than usual and to conduct Director Evaluation at that time.

The next meeting will be held on February 26, 2015 at 4:00 p.m.

Adjournment: There being no further business, a motion to adjourn was made by Ellie Brammell. Thomas Minton seconded the motion and all voted in favor. The meeting was adjourned at 6:52 p.m.

Ellie Brammell 2/26/15
Ellie Brammell, Secretary Date

Nancye Chilton 02-26-2015
Nancye Chilton, President Date