

HENRY COUNTY PUBLIC LIBRARY BOARD MEETING MINUTES March 26, 2015

Board members in attendance: 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 5:07 p.m. by Vice-President Thomas Minton. 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 February 26, 2015 meeting was made by Sharla Clubb and seconded by Ellie Brammell. 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 Sharla Clubb and all members voted to approve the motion.

Regional Report: none

Director's Report:

1. The recently held HAT meetings went very well. Each employee was encouraged to set 4 goals to further their efficacy and enhance the library overall. Follow-up meetings will be held with each employee in the coming months.
2. Work on the new web-site is progressing and it will be up and running by the end of March or early April.
3. Changes to the e-rate program may enable the library to enhance technology. A quote for a new firewall is being sought. ISC is performing well as the technology support service for the library.
4. The credit card application process is nearly complete. The card is being sought to enable staff to more easily obtain products for programming and other library uses.

New Business:

1. The process of finding a new board member continues. Applications have been submitted and the Director is going to issue a request for more applications since we will have another vacancy in the near future.
2. An addition to the Sick Leave Policy that addresses abuse of leave and a Civil Leave Policy was presented to the Board. Following review and a minor revision, a motion to adopt the two policies was made by Sharla Clubb. Ellie Brammell provided a second to the motion and all voted in favor of passage.
3. A policy that addresses Staff and Trustee Library Cards was reviewed by the Board. Ellie Brammell made a motion that the policy be adopted as presented. Sharla Clubb provided a second to the motion. The motion passed with all members voting in favor.

4. A Grievance Procedures Policy was reviewed. After consideration, a motion was made by Ellie Brammell to adopt the Grievance Procedures Policy. Sharla Clubb provided a second to the motion. The motion passed with all members voting in favor.
5. Consideration of a Purchasing Policy was tabled.
6. An Information Security Policy was presented to the Board. Thomas Minton made a motion to adopt the policy. Ellie Brammell provided a second to the motion and all voted in favor of the adoption of the policy.
7. Discussion of the Budget and adoption of the proposed budget for the coming fiscal year was tabled as Board members wanted more time to consider changes to various categories.

The next meeting will be held on April 23, 2015 at 5:00 p.m.

Adjournment: There being no further business, a motion to adjourn was made by Ellie Brammell and a second was provided by Sharla Clubb . All members voted in favor and the meeting was adjourned at 6:48 p.m.

Ellie Brammell 4-23-15
Ellie Brammell, Secretary Date

Thomas D. Minton 4-24-15
Thomas Minton, Vice-President Date