

HENRY COUNTY PUBLIC LIBRARY BOARD MEETING MINUTES July 30, 2015

Board members in attendance: Sharla Clubb, Ellie Brammell (left the meeting at 5:55 p.m.), Thomas Minton, Dianne Brammell, Tish Stewart

Library Staff in attendance: Jessica Powell

KDLA Staff in attendance: Chris Bischoff

Public in attendance: none

The Board meeting was called to order at 5:00 p.m. by 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 June 30, 2015 meeting, as amended, was made by Dianne Brammell and seconded by Tish Stewart. 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: Chris Bischoff, Regional Librarian, reviewed Trustee Tips.

Director's Report:

1. Background checks will cost \$40-\$50 per employee using Vericorp as a provider.
2. The director reported on a memo concerning bereavement gifts from KDLA.
3. Jessica reported that she had been asked to join the Eminence Rotary Club. The cost would be about \$800 per annum.
4. Surveys are being conducted for use in Strategic Planning. Over 50 digital surveys were conducted at the Harvest Showcase. There are three events in August where surveys will also be conducted.
5. Trustee Training will be held at a date yet to be determined.

New Business:

1. Election of Officers for 2015-2016; Due to a concern that Tish Stewart was elected Vice-president before her term officially commenced, Dianne Brammell moved that Tish Stewart be nominated to fill the position of Vice-President. Ellie Brammell provided a second to the motion and all members voted in favor.

2. Chip Sutherland, a financial consultant with Hilliard Lyons, presented a historical general fund analysis of the Henry County Public Library. Additionally, he advised the Board on options to be considered when pursuing financing for a new library.

3. Tax rate options for Fiscal Year 2015-2016 were considered. Ellie Brammell made the motion that the Board adopt the 4% Increase for FY 2015-2016. Dianne Brammell provided a second to the motion. All trustees voted in favor of the motion.

4. A motion was made by Dianne Brammell to authorize Jessica to close the library for one day this Fall in order to provide a staff training day. Tish Stewart provided a second to the motion and all Trustees present voted in favor of the motion.

5. Jessica reported that the Board President and other Trustees are bonded for \$150,000. The Treasurer, Sharla Clubb, is presently bonded for \$40,000. Jessica will see that Sharla's bond also be increased to \$150,000.

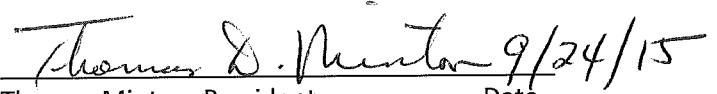
6. Jessica stated that the personnel manual is in need of some revision. She further reported that salary increases this year will not exceed 2%. Salary caps and performance evaluations will be used to determine if salary increases are to be awarded. A motion was made by Tish Stewart to authorize the Director to proceed with the creation of a plan to set salary caps. A second to the motion was provided by Dianne Brammell and all trustees present voted in favor of the motion.

7. A motion was made by Sharla Clubb that the August meeting be re-scheduled to August 20. Tish Stewart seconded the motion and all trustees present voted in favor of the motion.

The next meeting will be held on August 20, 2015 at 5:00 p.m.

Adjournment: There being no further business, a motion to adjourn was made by Dianne Brammell and a second was provided by Tish Stewart. All members present voted in favor and the meeting was adjourned at 6:34 p.m.

Ellie Brammell, Secretary Date



Thomas Minton, President Date