

HENRY COUNTY PUBLIC LIBRARY BOARD MEETING MINUTES September 24, 2015

Board members in attendance: Sharla Clubb, Dianne Brammell, Tish Stewart and Thomas Minton
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 August 20, 2015 meeting was made by Dianne Brammell and seconded by Sharla Clubb. 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 Tish Stewart to accept the reports and approve of disbursements. A second was provided by Dianne Brammell and all members voted to approve the motion.

Regional Report: Chris Bischoff presented the Trustee Tips.

Director's Report:

1. The Fall Staff Training Day is scheduled for November 4.
2. The application for e-Rate reimbursement has been approved.
3. Out-reach events for the Fall include the Trail of Treats at the Henry County Recreational Park from 5-7 p.m. on October 23, and the event held at the Ren Faire on October 29 at 5:00.
4. Staffing has been low due to illness and vacation schedule. Two additional part-time workers have been added.

New Business:

1. Trustee Training will be held on October 22 at 4:00 prior to the board meeting. This training will deal with the Financial portion of the certification course. The other training for new trustees will be held on November 7 from 10:00 a.m. to 1:00 p.m.
2. The November Board meeting has been changed to November 19 at 5:00 p.m.
3. The December Board meeting has been changed to December 17 at 5:00 p.m.
4. Discussion concerning job descriptions resulted in a motion by Sharla Clubb to establish the job descriptions as presented. Tish Stewart seconded the motion and all members voted in favor.
5. Discussion concerning the proposed salary schedule resulted in a motion by Tish Stewart to accept the salary schedule as presented. Sharla Clubb provided a second to the motion. All members present voted in favor of the motion.

6. Following discussion concerning salary raises, Dianne Brammell made a motion to offer 2% raises, based upon job performance. Tish Stewart seconded the motion and all voted in favor.
 7. Three Strategic Planning Consultants have been contacted and submitted bids. All three groups will make presentations to the Board in the near future.
 8. Janitorial services are being provided by Rosemary Brewer. She is insured and is charging \$110 per cleaning. She is providing services twice a week.
- The next meeting will be held on October 22, 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 voted in favor and the meeting was adjourned at 6:34 p.m.

Ellie Brammell 10-22-15
Ellie Brammell, Secretary Date

Thomas D. Minton 10/22/15
Thomas Minton, President Date