

HENRY COUNTY PUBLIC LIBRARY

BOARD MEETING MINUTES

February 26, 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 4:07 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 January 22, 2015 meeting was made by Thomas Minton 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 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. The Toshiba copier is now functional.
2. Ice coming off of the roof is still a concern despite the new roofs, gutter, etc.
3. There have been maintenance issues with the women's restroom, but all issues are now resolved.
4. Jessica reported that she has been researching the steps necessary to obtain funding for a new library. Chip Sutherland of Hilliard Lyons will address the Board in the near future to discuss financial planning options.
5. The PT staff has been instructed to complete one Webinar per month. Jessica feels that the information obtained will assist the staff in staying current on changes in technology and in others areas that will be beneficial to them.
6. Employees will now participate in HAT (How Are Things) meetings once a year. Six months following the HAT meeting, APOP (Annual Piece of Paper) meetings will be held to set goals regarding job performance. Raises will now be determined by performance rather than annual across the board raises.
7. Work on the new website is progressing and should be complete by the end of March.

New Business:

1. The annual evaluation of the Library Director was completed. All members agree that the Director is leading the library in a very positive way.
2. The issue of janitorial services was discussed. After much discussion, a motion was made by Thomas Minton to end our relationship with Dawn Holley for janitorial services, effective immediately. Ellie Brammell seconded the motion. The motion passed with all members voting in favor.

3. After a thorough review of a proposal provided by Grand Finale Cleaning, a motion was made by Sharla Clubb to obtain the services of Grand Finale to clean the library at a frequency of two times per week. Thomas Minton provided a second to the motion. The motion passed with all members voting in favor.
4. A discussion regarding the salary of the Library Director was accompanied by a review of the salaries of Directors in counties in the state with populations and budgets similar to Henry County. After considering the facts presented to the Board, Thomas Minton moved to increase the salary of the Library Director by \$5,000.00 to an annual salary of \$53,000.00. Ellie Brammell seconded the motion and all members voted in favor of the motion.
5. A Collection Development Policy was presented for consideration and after thorough review, Thomas Minton made a motion that the Collection Development Policy be adopted as presented. Sharla Clubb seconded the motion and all members voted in favor.
6. The search for a new board member continues.
7. The development of a Strategic Plan is being undertaken. Jessica Powell and Lana Wingham will represent the Library Staff on the committee tasked to establish a plan. President Nancye Chilton appointed Ellie Brammell to represent the Library Board on the committee. The next meeting will be held on March 26, 2015 at 5:00 p.m.

Adjournment: There being no further business, a motion to adjourn was made by Thomas Minton and a second was provided by Ellie Brammell. All members voted in favor and the meeting was adjourned at 6:30 p.m.

Ellie Brammell 3-26-15
Ellie Brammell, Secretary Date

Thomas D. Minton 3-26-15
~~Nancye Chilton, President~~ Date
Thomas D. Minton, V-P