

*Special Called*

**HENRY COUNTY PUBLIC LIBRARY  
BOARD MEETING MINUTES  
November 19, 2015**

Board members in attendance: Sharla Clubb, Dianne Brammell, Thomas Minton, Ellie Brammell and Tish Stewart

Library Staff in attendance: Jessica Powell

KDLA Staff in attendance: none

Public in attendance: none

The Board meeting was called to order at 5:02 p.m. by President Thomas Minton. The meeting was held in the non-fiction room of the Henry County Public Library.

**Public Comment:** None.

**Minutes Reviewed:** A motion to accept the minutes of the October 22, 2015 meeting was made by Dianne Brammell. A second to the Motion was made by Tish Stewart. The vote to approve the minutes was unanimous.

A motion to accept the minutes of the Special Board Meeting held on November 7, 2015 was made by Sharla Clubb and seconded by Dianne Brammell. The vote to approve the minutes was unanimous.

**Circulation Report:** A motion to approve the Circulation Report was made by Tish Stewart. Dianne Brammell seconded the motion and the motion passed unanimously.

**Financial Report:** A motion to approve the Financial Report was made by Tish Stewart. Dianne Brammell seconded the motion and the vote to approve the report was unanimous.

**Approval of Disbursements:** A motion to approve of the disbursements for the month was made by Ellie Brammell. Sharla Clubb provided a second to the motion and the motion passed unanimously.

**Regional Report:** Trustee Tips for the Month were in the Board packet.

**Director's Report:**

1. There have been problems with the Toshiba copier. Jessica is working on resolving the issue.
2. An attorney who handles personnel issues is reviewing our recently adopted personnel policy.
3. Inventory of the library has begun.
4. The library is still waiting for e-Rate reimbursement.

5. Jessica met with a lobbyist at the Construction Advocacy Update regarding funding for a new library.
6. Jessica and Libby Alexander are going to communicate next week regarding the strategic planning process.
7. Due to a delay in the receipt of tax revenue, Jessica determined that monies need to be transferred from PBI to the Citizens Deposit checking account.
8. Jessica distributed an updated Meeting Room Policy for review. The Policy will be discussed at the December meeting.

**New Business:**

1. Following review of the Audit prepared for the year ended June 30, 2015 by DePrie & Adkisson, PSC, a motion to accept the auditor's report was made by Ellie Brammell. The motion was seconded by Dianne Brammell and passed unanimously.

The date of the next meeting is December 17, 2015.

**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 5:49 p.m.

Ellie Brammell                      12-17-15  
Ellie Brammell, Secretary                      Date

Thomas D. Minton                      12-17-15  
Thomas Minton, President                      Date