

Ohoopsee Regional Library System Board of Trustees
Minutes for October 28, 2015 Quarterly Meeting
Presented at April 25, 2016 Board Meeting

Board Members Present:

Susanne Gainer (Chair), Melanie Parker (Vice-Chair), Ann Bookhardt (for Andy Ramay), Linda Curl, Joan Hutcheson, Gail McDaniel, Duane Tomlin

Also Attending: Amy Murray (City of Glennville), Frank Murphy (Tattnall County) and Regional Librarians including Cameron Asbell, Debra Fennell, Matthew Stenbridge and Stephen Whigham (Interim Library Director)

Absent: Lynn Skinner and Andy Ramay

The meeting was called to order at 4:00 p.m. by Chair Susanne Gainer. In the absence of Secretary Lynn Skinner, she requested that Stephen Whigham take the minutes for the meeting.

A motion to approve the Agenda was offered by Melanie Parker and seconded by Ann Bookhardt, approved unanimously.

All of the attendees introduced themselves.

Minutes from the October 28, 2015 meeting were presented and reviewed. Ms. Parker made a motion to accept with no revisions, seconded by Gail McDaniel. Motion passed unanimously.

A Motion to enter Executive Session for Personnel Discussion purposes was offered by Ms. Bookhardt and seconded by Bernie Weaver, approved unanimously. The three librarians exited the room, leaving the Board members, Mr. Whigham, Ms. Amy Murray and Mr. Frank Murphy.

The session began at 4:10 p.m. In Executive Session, the topics discussed included the Recommendation for Hiring a new Regional Director and compensation, Signatory Authority, Transition plan and Training proposal. A motion to exit Executive Session was made by Duane Tomlin, seconded by Ms. Parker and approved unanimously. The Board exited the session at 4:35 p.m.

Once returned to open session, the Board proceeded to a series of motions.

The first motion, offered by Mr. Tomlin and seconded by Mr. Weaver, ask the Board to approve the appointment of Cameron Asbell as Regional Library Director, beginning February 1, 2016, at an annual salary of \$55,000.00. The Board approved unanimously.

Next, Mr. Tomlin offered a motion approving Signatory Authority for Ms. Asbell, beginning February 1st, was seconded by Linda Curl and approved unanimously.

Third, Ms. Bookhardt offered a motion to retain Mr. Whigham during a transition period of three months, February 1 through April 30, to assist Ms. Asbell in her new position, with the same financial arrangement as current, seconded by Ms. McDaniel, approved unanimously.

A fourth motion was offered by Mr. Weaver to approve adjustments to the Regional budget enabling Ms. Asbell to pursue training in presentation skills as outlined by Chair Ms. Gainer and seconded by Ms. Bookhardt. The amount is expected to be in the neighborhood of \$3000.00. The motion passed unanimously.

The Board chose to enter a second Executive Session on a motion offered by Mr. Tomlin and seconded by Ms. Bookhardt. Ms. Asbell remained in the room, but the other librarians left once again. The session began at 4:45 p.m.

Discussed during the Session were Personnel issues including hiring a new IT Librarian for the Region and a new Jeff Davis County Library Branch Manager. Discussions ended and Mr. Tomlin made a motion to exit, seconded by Mr. Weaver, approved unanimously, exiting at 5:20 p.m.

Once again in open session, all visitors were invited back into the meeting.

Ms. Bookhardt offered a motion, seconded by Ms. Curl, to advertise for a new IT Librarian to fill the position being vacated by Ms. Asbell. The motion passed unanimously. Ms. Asbell said that she will proceed with this request.

The Regional Financial Report was offered by Mr. Whigham. He reported that the Regional funds show a surplus of \$26,229.37 as of December 31st, due in large part to the various position changes and vacancies. Mr. Tomlin offered a motion to approve the report as presented and was seconded by Ms. McDaniel, passing unanimously. Statistics for library visitors and circulation figures were included in the Board meeting packet also.

The Director's report was offered by Mr. Whigham. Topics included were the hiring of the new Regional Director and additional financial-related information including cash collection management and purchase of cash registers for each branch to assist in keeping track of library income. The Board expressed by consensus that the Regional Library purchase cash registers for libraries in the Region, beginning with one for the Vidalia-Toombs location. Ms. Asbell will set up the cash register and train all personnel in its use.

Also, the company Unique Management Collections was discussed, outlining their role as a collection agency of sorts representing the Library. The Board agreed that the Library dispense with their services, as these include credit bureau reporting and actual legal action against patrons owing fines. The Library incurs some financial cost for the service, which is offset by some collection of fines. Overall, the service is cost-neutral at best. Mr. Whigham said he will contact Unique and terminate their services. A visit from Nathan Rall, of GPLS MRR Program is scheduled and the Summer Reading program planning is underway. Librarian Matthew Stembridge discussed the upcoming program briefly.

Ms. Asbell offered a report on the status of Book Processing. She noted that she and April Roberson are caught up on their cataloging and continue to order books for the libraries in the Region. It was noted that Ms. Asbell has done an excellent job clearing out space in the Cataloging area, removing deleted books and other items.

In New Business, the first topic was Board member Melanie Parker's Monthly Newsletter project. Ms. Parker has begun publishing a monthly newsletter, emailing it to funding agency personnel and others, publicizing the Library's many services to the public. Cameron Asbell worked closely with Ms. Parker to start up the newsletter using various software and Ms. Parker created and publishes the newsletter. Copies of the most recent issue were presented to the Board with encouragement that each county produce one for their funders and patrons. Ms. Asbell offered to help anyone start theirs in the future. All present congratulated Ms. Parker on a job well-done.

Next, Ms. Asbell discussed the idea of Mobile Maker Spaces, bringing computer material and hardware to all the Library locations. She estimates the cost of one transportable kit at about \$800.00. This self-contained collection of computer related items can be taken to the various branches for use and display.

Ms. Asbell also discussed a proposed 3-D Printer project. She began by describing how a 3-D printer works and the costs involved. The Board expressed interest in the project. A motion to proceed with the project was offered by Ms. Parker and seconded by Ms. Curl, authorizing the full project. This included adding \$5000.00 to the Technology line item in the budget for FY2016 to pay for a total of five 3-D printers. The motion was approved unanimously. Ms. Asbell will purchase one 3-D printer, set it up and demonstrate it throughout the Region. Once that is accomplished, four more will be bought to take the project region-wide.

Chair Ms. Gainer reminded the Board that the Executive Budget Committee Meeting may hold a meeting during March to assess the state of the Regional budget. Also, she noted that new Regional Board Officers will be selected at the April Board meeting.

Librarians Debra Fennell and Matthew Stenbridge gave reports to the Board. Mr. Stenbridge gave details and handouts on the Vacation Reading Club. Ms. Fennell reported on Ladson and Montgomery County activities.

At the end of the meeting, Ms. McDaniel asked the Board to consider a waiver on appointing a new Board member in Montgomery, School Supt. Hugh Kight. The waiver was due to his residence being in a different county than Montgomery. Ms. Bookhardt made the motion to grant the waiver, seconded by Ms. Parker, approved unanimously. In the discussion, it was agreed that the Constitution and By-Laws may be reworded to allow Board membership to citizens who live or work in the said county. That will occur at a future meeting.

Adjournment: Motion was made by Mr. Tomlin to adjourn. Mr. Weaver seconded the motion. With all in favor the meeting was adjourned at 5:45 p.m.

Respectfully Submitted