

Ohoopsee Regional Library System Board of Trustees
Minutes for April 25, 2016 Quarterly Meeting
Presented at July 27, 2016 Board Meeting

Board Members Present:

Susanne Gainer (Chair), Melanie Parker (Vice-Chair), Linda Curl, Wanda Kent, Gail McDaniel, Andy Ramay, Duane Tomlin (Treasurer), and Bernie Weaver

Also Attending: Regional Librarians including Cameron Asbell (Library Director), Debra Fennell, Matthew Stenbridge and Stephen Whigham

Not Attending: Lynn Skinner

The meeting was called to order at 4:05 p.m. by Chair Susanne Gainer. In the absence of Secretary Lynn Skinner, she requested that Cameron Asbell take the minutes for the meeting.

A motion to approve the Agenda was offered by Duane Tomlin and seconded by Linda Curl, approved unanimously.

All of the attendees introduced themselves.

Minutes from the January 27, 2016 meeting were presented and reviewed. Ms. Curl noted that Mr. Bernie Weaver was not listed as an attendee and requested this to be corrected. Mr. Tomlin made a motion to accept with the requested revision, seconded by Gail McDaniel. Motion passed unanimously.

As the first order of business, Ms. Gainer opened the floor to discussion and nomination of Regional Board officers for FY2017. Ms. Gainer recommended Melanie Parker as the new Board Chair, pointing out her hard work as Vice-Chair. Ms. Curl nominated Ms. Parker, seconded by Ms. McDaniel, approved unanimously. Ms. Gainer also pointed out the ongoing hard work of Mr. Tomlin as Treasurer and requested he remain in the position. Ms. Parker nominated Mr. Tomlin, Ms. Curl seconded and he was approved unanimously. For Vice-Chair, Jeff Davis representative Ann Bookhardt was recommended by Ms. Gainer. Andy Ramay nominated her, seconded by Mr. Weaver, approving her unanimously. Last was the position of Secretary. Ms. Wanda Kent was nominated by Ms. Parker, seconded by Ms. McDaniel, approved unanimously. The Board all agreed that the new slate of officers will be outstanding. Ms. Gainer was commended by all for her hard work during the past year. Her tenure as a Board members ends June 30, so she was ineligible to serve another term.

Next, a Personnel Update was provided by Ms. Gainer and Library Director Cameron Asbell. Ms. Asbell provided a list of the many training sessions she has attended during the past three months, including Director's Training, Financial/Business training and several other sessions. Ms. Gainer requested that Ms. Asbell continue pursuing a convenient time to attend Dale Carnegie training as well. Ms. Asbell also reported on the applications for the IT Librarian position, noting

that four applications are in hand. Interviews are projected to take place in late May with the aim to fill the position as of July 1. Lynn Hall was hired as Branch Manager at Jeff Davis and Jennifer Johnson resigned to take a new position at another library.

The Regional Financial Report was offered by Ms. Asbell. She reported that the Regional funds show a surplus in excess of \$50,000.00 as of March 31, 2016, due in large part to the various position changes and vacancies. Ms. Curl asked several questions concerning the report, including bank fee charges, charges for insurance and additional items. Ms. Curl requested that the Board consider presenting a list checks written at the meeting for the period covered in the financial report if further clarification and information was needed. Ms. Asbell said that could be provided. Mr. Tomelin said that he will work with Library Staff to seek relief from the bank on charging the fees, which amount to \$347.37 as of March 31. Mr. Whigham reported that most of the bank fees were ACH payments related to payroll. Also noted were Line Item changes in the Dues & Fees and Travel categories, as requested by the Board at the January meeting. **A motion to approve the report as presented, along with the Line Item changes was offered by Mr. Tomelin and seconded by XXX, approved unanimously.** Mr. Whigham pointed out that Financial Reports for each of the counties also were enclosed with the Board packet. Note: A narrative to the Financial Report was included in the Board packet.

Statistics for library visitors and circulation figures were included in the Board meeting packet as well, showing increases for all the libraries in the Region. This was commended by the Board. Also, Ms. Asbell reported that the Ohoopie Regional Library system attained the second highest percentage of usage increase statewide in the GALILEO online database system.

Next, the Board discussed the proposed Regional budget for FY2017. In March, Ms. Gainer requested that Ms. Asbell and Mr. Whigham prepare a preliminary Regional budget using available revenue figures from GPLS, along with FY2017 Budgets for each of the counties. The four county budgets were presented at each county Board meeting during April. Among the items discussed on the Regional budget were projected Regional fees, State funds spending/allocation rules, requirements to hire four state librarians with MLS degrees, allowing the fifth position to be split to provide salaries/benefits to Branch managers in Jeff Davis and Toombs counties. Also discussed was the GPLS requirement that the Director's salary be a minimum of \$63,254.00 and required Merit Pay increases be implemented for other employees using \$8,770.00 of state funds specifically for that purpose. Note: A narrative report on the Proposed Budget was included in the Board packet.

Continuing, Mr. Whigham reported that there will likely be State funds remaining towards the end of FY2016, on June 30, which will need to be expended. He offered an explanation for reclassifying these funds as local expenditures. This way, the State funds may help each county library through reimbursement of FY2016 expenses. Although the state funding cannot carry over from FY2016 to the next year, by reclassifying the spending, each county may retain additional fund balances in their own accounts for use in FY2017 and the future.

Chair Ms. Gainer asked the Board to consider approving the proposed preliminary Regional budget for FY2017, knowing that it may be adjusted by the Executive Board committee as the

year ends, and will be presented for review at the July meeting. Further, approval of the budget includes approval of the Salaries affixed to the Budget, knowing there may be some adjustments regarding dispensing the Merit Pay as well. A motion to approve the proposed FY2017 budget and salaries was offered by Mr. Tomelin, seconded by Ms. McDaniel, and passed unanimously.

Additionally, a motion was offered by Ms. Parker to reclassify excess FY2016 state funds to reimburse the county libraries in categories including Electricity and others by or before June 30, 2016, based on the per capita basis for FY2017 as noted on the presented Regional budget. She was seconded by Mr. Ramay and the motion passed unanimously. The meeting then moved on to the next item.

The Director's report was offered by Ms. Asbell. Topics included were MR&R funding, State funds for Books and Materials for FY2017, Strategic Planning update, Experience Works employees, Summer Food services programming, GALILEO statistics, Grants upcoming and Summer Reading program material. Summer reading begins on June 6th and all the local schools, public and private, have been notified. Material has been provided for them including schedules and bookmarks. Ms. Asbell also noted that additional state funding totaling approximately \$15,000.00 was allocated to the Ohoopsee Region for the final three months of FY2016. Note: The Director's report was included in the Board packet.

County highlights included reports from each county, including new hires, personnel changes, programming and other information. Ms. McDaniel invited everyone to attend the 40th Anniversary celebration of the Montgomery County Library's opening on May 3rd.

There was no New Business. No Executive Committee Meeting was scheduled as of the meeting.

The next regularly scheduled meeting of the Regional Board will be held July 27, 2016 in Vidalia at 4:00 p.m.

Everyone expressed their thanks and compliments to Ms. Gainer for her service as Board Chair. She then called for a motion for Adjournment.

Adjournment: Motion was made by Mr. Tomlin to adjourn. Mr. Weaver seconded the motion. With all in favor the meeting was adjourned at 6:10 p.m.

Respectfully Submitted