

Minutes  
Tattnall County Library Board Meeting  
January 19, 2016

The Regular Tattnall County Library Board Meeting was held on January 19, 2016, 4:00 p.m., at the Tattnall County Library in Reidsville, GA.

Board Trustees present: Linda Curl, Bernie Weaver, Mark Thompson and Jay Hales. Frank Murphy and Marsha Cunningham were absent.

Staff Present: Stephen Whigham, Interim Regional Director; Cameron Asbell, Regional IT Librarian; Matthew Stembridge, Tattnall County Librarian; Patty Wilson, Glennville Library Branch Manager; Stephanie Hughes, Tattnall County Library Branch Manager

Guests: Glennville City Manager Amy Murray and Glennville City Clerk Brenda Ellison

1. Mr. Whigham called the Meeting to order at 4:00 p.m., noted that a quorum was present and asked if anyone would like to conduct the meeting. It was acceptable with the Trustee Members for Mr. Whigham to conduct the meeting.

2. Glennville Library Branch Manager Patty Wilson and Tattnall County Library Branch Manager Stephanie Hughes were introduced by Mr. Whigham. Matthew Stembridge, Tattnall County Librarian, was also introduced. Mr. Whigham noted that Matthew is stationed between both libraries. Mr. Whigham introduced Ms. Cameron Asbell who is recommended for the position of Regional Director. Ms. Asbell is currently our IT person. If approve by the Board, she will begin work as Director on February 1<sup>st</sup>.

3. Mr. Whigham introduced the two new Library Board Trustees, Mark Thompson and Jay Hales. He noted that Marsha Cunningham is a third new Trustee Member who has not arrived yet. Glennville City Manager Amy Murray and Glennville City Clerk Brenda Ellison were also introduced. Fran Jarriel was introduced and it was noted that she would be taking the Minutes.

4. Mr. Whigham asked the Board Trustees if they would like to appoint a chairman at this time. It was noted that the Board would select a chairman at the next meeting.

5. There was a Motion by Mr. Thompson and 2<sup>nd</sup> by Mr. Weaver to approve the Agenda as printed. Motion carried unanimously.

6. Mr. Whigham asked for a Motion to approve the October 20, 2015 Minutes. Mrs. Linda Curl noted that the Minutes did not reflect that Frank Murphy was a new Trustee Member at the October 20, 2015 Meeting.

There was a Motion by Mrs. Linda Curl and 2<sup>nd</sup> by Jay Hales to accept the October 20, 2015 Minutes as printed with a correction to reflect that Frank Murphy was a new Trustee Member at the October 20, 2015 Meeting.

7. Glennville Library Branch Manager Patty Wilson said they have had a lot of Work completed at the library. Randy Simmons has worked on the floor and it really looks good. Brighter lights have been installed outside and around back. Matthew has been leading teen programs with good attendance. We still do story time – usually have about 10. The library's check-out system we use is called PINES and it is a great system – we did some updates over the weekend.

Tattnall County Library Branch Manager Stephanie Hughes noted that they have had a lot of fun programs. Matthew has started a teen advisory group which has brought a lot of teens into the library. We have had craft projects and movies. We started a book club that is gaining steam. Matthew called the city and asked for a security light in the back of the library. We are working on engaging our patrons and trying to provide the best library experience.

Tattnall County Librarian Matthew Stenbridge added they have had some improvements to the buildings and they are very appreciative to the City of Glennville and Amy Murray for her help. I think the lighting issues were a liability issue. I am proud of the teen program – it is growing.

Mr. Stenbridge provided a two page statistics chart regarding circulation, patron count and program attendance for each library. He noted that overall attendance is up from last year. Mr. Stenbridge also discussed several computer classes which will be available in the next few months.

Amy Murray suggested that they cut the limbs around the trees in the Reidsville back parking lot. The limbs are preventing you from using at least two of the parking spaces. Mr. Whigham said he felt sure Mr. Murphy would take care of the limbs.

8. Mr. Whigham asked everyone to review the Regional Library Director's Report. He noted that he had already mentioned the Regional Director hiring Ms. Cameron Asbell. Ms. Asbell said she was glad to meet everyone. Mr. Whigham reminded the Board that Ms. Asbell has already been here for two months and does know everyone.

Mr. Whigham asked the Board to review the mid-year budget. He noted the increased funding from the county and the city of Glennville, both libraries are in good financial condition. The Glennville Library is showing a deficit of \$1,442.83 as of the end of

December which should be overcome as the year progresses. The Reidsville Library shows a surplus of \$7,922.05 at the end of December.

There was discussion on:

- Glennville Library's personnel costs versus the Reidsville Library's personnel costs
- Health insurance availability at each library
- Number of employees at each library
- City of Reidsville's revenue increase
- Hours at each library
- Money from the county and board of education split 50/50 or per capita
- County pays for the maintenance on library building in Reidsville
- City of Glennville pays for the maintenance on the library building in Glennville
- When the Glennville Library joined the Ohoopsee Regional Library System
- Animosity between the cities of Reidsville and Glennville

Mark Thompson asked for a copy of the by-laws. Mr. Whigham said he would get the Trustees a copy.

Mr. Mark Thompson stated that we would want to be able to track the efficiencies of both libraries or the consolidated library system from a funding standpoint. Mr. Whigham said anytime you have any questions, please come to me, Ms. Asbell or these two ladies. They certainly are using their funds wisely and if the board feels like there should be some adjustments as to how the funds are spent, then that is a board decision. These two libraries belong to all the citizens of Tattnall County.

Mr. Whigham explained that Tattnall County is an equal member of the regional library system. They don't tell you what to do. You are them. It is an agreement to follow certain practices that all four counties follow. It is an agreement that all of the counties follow the same constitutions and by-laws.

City Manager Amy Murray stated that the city of Glennville can make some issues less restrictive but they have to operate under the state law.

Mr. Whigham added that the regional board is made up of two members from each county including Tattnall and they make regional decisions.

Mr. Mark Thompson asked the status of Stephanie Hughes' health benefits. Mr. Whigham said that Stephanie works 29 hours a week and it is his understanding that the Reidsville Library made the decision that they were not able to afford the \$10,000 per year cost for the health insurance premium. I wish she was able to work more hours per week and qualify for the insurance but that is up to the board. This is a financial issue and I hope you can find the funds if you choose to do that.

City Manager Amy Murray noted that this goes back to what we were discussing earlier; it should be equal representation.

Mr. Whigham asked Ms. Stephanie Hughes if she would like to say anything. Mrs. Hughes stated yes, she could work more hours if you wanted her to. She added right now she has health insurance through her husband. There was a short discussion on the possibility of Mrs. Hughes signing a waiver stating she did not want health benefits if she wanted to work more than 29 hours. Ms. Hughes said she would not want to permanently waive her right to health insurance benefits. It was noted that the waiver would not permanently waive her right to health insurance benefits.

Mr. Mark Thompson added that we need to decide what is best for the patrons and it should not be decided on whether or not we can pay health insurance.

There was a Motion by Bernie Weaver and 2<sup>nd</sup> by Mark Thompson to approve the Tattnall Budget, Fiscal Year 2016, Amended and Approved August 20, 2015, by the Executive Committee, Financial Report as of December 31, 2015 (copy attached). Motion carried unanimously.

Mr. Whigham discussed the possibly of receiving MR&R (major repair and renovation funding from the state) Funding for the Reidsville and Glennville Libraries. This 2-million-dollar grant from the Georgia Public Library Service is before the legislature now. This is a tier type grant that starts with the roof and moves on to the HVAC units. If someone needs a roof, they will pay 50%. If you are fortunate at the end of the year, you may have your carpet replaced which would be rare. They also have emergency funding as a top tier item. The previous Director, Mrs. Martha Powers-Jones, applied for funding this upcoming year that starts July 1<sup>st</sup>. She worked with Mrs. Murray and Mr. Murphy regarding the other 50% to be paid.

Mr. Whigham explained that Mr. Nate Rall is the Facilities Manager at GPLS and he also administers the MRR funding. Sometimes they have extra money they have not spent through the year. He is possibly going to consider the outer wall of the Glennville Library that has rotted out at the bottom edge and at the Reidsville Library, one of the large windows is leaking moisture between the two panes. Mr. Whigham added that this funding is great and a lot of libraries have been able to obtain the funding.

9. Matthew Stembidge explained that the upcoming reading program has Been cut from eight weeks to six weeks because towards the end they lose attendance. After July 4<sup>th</sup>, the attendance really slows down. We will be bringing in two paid performers in June, a magician and a reptile wrangler. We will have a big kickoff and need to find someone between 5'6" and 5'9" with a slender figure to wear the Pete the Cat costume. We will read Pete the Cat books and kids can come and have their pictures

taken with Pete the Cat. Our theme will be "Fitness and Sports" so we will invite local karate and dancing groups.

10. Mr. Whigham asked if there as any old business. Since there was no old business to address, Mr. Whigham asked the Trustees if they would like to wait until the next meeting to select board officers. Mrs. Amy Murray asked if they have met to approve the constitution and by-laws. Matthew Stembridge said they had made some changes and it was to have been approved this meeting. Mr. Whigham added that this needs to be held to old business at the next meeting because when you make changes, you need to send a copy out two weeks in advance to the Trustees so they can review the changes. Mr. Whigham noted that he would be responsible for getting the changes to the Trustees. The nomination of officers was postponed until the next meeting.

11. There was a discussion on the January 27<sup>th</sup> regional meeting at 4pm. everyone is invited. Mr. Whigham will email everyone to see who will attend the meeting – we do need to have voting members present.

12. Mr. Whigham asked for the Building Maintenance Reports: No reports were provided.

13. Mr. Whigham explained that Mrs. Hughes and Mr. Stembridge have been discussing the patron reading area (area by the window) at the Reidsville Library. Mrs. Hughes wants to add some additional furnishings, rug, end tables, coffee table, lamp and have the chairs cleaned and/or upholstered. After a short discussion, it was suggested that Mrs. Hughes get some prices with options to present to the board.

14. Matthew Stembridge asked the Trustees to review the chart with the library hours. The chart shows the total number of patrons who visited the libraries by hour. Right now the libraries close at 5:30 on Monday. Matthew has to staff the Reidsville desk for the hours over 29. There was also the suggestion of hiring a clerk in Reidsville. It was noted by the Trustees that both libraries' hours need to be the same hours and the hours be consistent – not odd hours.

There was a Motion by Mark Thompson and 2<sup>nd</sup> by Linda Curl to approve the hours below effective March 1, 2016 contingent upon finding the proper staffing.

Monday, Tuesday, and Thursday 10:00 a.m. until 6:00 p.m.

Wednesday 10:00 a.m. until 4:00 p.m.

Friday and Saturday 10:00 a.m. until 2:00 p.m.

Motion carried unanimously

Matthew Stembridge said they would notify everyone by email regarding the library hours. Mark Thompson had to leave at 5:15 to pick his child up.

15. There was a short discussion on:
- Glennville Library losing an employee
  - Possibly hiring an employee to work part time at both libraries
  - Qualifications for employee
  - What board actually hires the employee (regional or local)
  - Hiring a high school student

Bernie Weaver and Amy Murray agreed to check with the high school to see if any students may be interested in applying for the library position. Matthew Stembridge will work on the library hours with Ms. Asbell and Stephanie Hughes.

16. Mr. Whigham asked if there was any other business. Fran Jarriel explained that Frank Murphy has received two bids to remove three pine trees from the grounds at the library. Bids were \$1,200 and \$1,150. Mrs. Linda Curl added Mr. Murphy said he would replace the trees with whatever tree the board suggested.

There was a Motion by Mr. Bernie Weaver and 2<sup>nd</sup> by Mrs. Linda Curl to adjourn the meeting 5:35 p.m. Motion carried unanimously.