

Minutes

Tattnall County Library Board Meeting

April 19, 2016

The Regular Tattnall County Library Board Meeting was held on April 19, 2016, 4:00 p.m. at the Glennville Library in Glennville, Ga.

Board Trustees present: Linda Curl, Bernie Weaver, Mark Thompson and Jay Hales. Rosemary Thompson and Marilyn Lanier were absent.

Staff present: Stephen Whigham; Cameron Asbell, Regional Library Director; and Matthew Stemberge, Tattnall County Librarian.

Guest: Tattnall County Manager Frank Murphy

1. There was a Motion by Jay Hales and 2<sup>nd</sup> by Linda Curl to call the meeting to order at 4:04 p.m. Motion carried unanimously.

2. Cameron Asbell, Regional Library Director noted that two new members, Rosemary Thompson and Marilyn Lanier were not present.

3. Ms. Asbell asked the trustees to nominate and elect officers.

There was a Motion by Jay Hales and 2<sup>nd</sup> by Mark Thompson to elect Bernie Weaver as Chairman. Motion carried unanimously.

There was a Motion by Mark Thompson and 2<sup>nd</sup> by Bernie Weaver to elect Jay Hales as Vice Chairman. Motion carried unanimously.

Ms. Asbell noted that since Fran Jarriel is taking the Minutes, there was no need to elect and/or appoint a secretary.

There was a Motion by Jay Hales and 2<sup>nd</sup> by Bernie Weaver to elect Mark Thompson as Treasurer. Motion carried unanimously.

Mr. Stephen Whigham noted that these appointments would last until July and at that time they can be renewed until July 2017.

4. Chairman Weaver asked for approval of the Agenda.

There was a Motion by Mark Thompson and 2<sup>nd</sup> by Jay Hales to approve the Agenda. Motion carried unanimously.

5. There was a Motion by Jay Hales and 2<sup>nd</sup> by Linda Curl to accept the January 19<sup>th</sup>, 2016 Minutes as written. Motion carried unanimously.

6. Chairman Weaver said since neither of the Branch Managers were able to attend the meeting today, we will go directly to the Library Director's Report. Ms. Asbell suggested that Matthew Stembridge give his Librarian's Report next.

Mr. Stembridge's report consisted of:

- Programming – Making programming a priority
- Projects – book space and young adult section
- Upcoming Events – visiting migrant Head Start and Glennville Head Start; summer reading program; encouraging first graders to get a library card; the Sweet Onion Festival Parade; and book sale
- Librarian Comments for the Board – Nancy Nimmons, 14 year Glennville Clerk Retired March 31; and Canoochee Foundation grant for \$750 for purchasing technology kits.

Mr. Stembridge also provided a statistics chart on the Glennville Library and the Tattnall County Library. He pointed out that the patron count and circulation continues to rise and the atmosphere of both branches is a lot friendlier and happier.

7. Ms. Asbell's reviewed the Regional Library Director's Report as follows:

- Budget Planning for FY2017 - copy provided
- Financial Report as of March 31, 2016 - copy provided, budget is on track
- MR&R Funding – possible funding to repair windows in Reidsville and a wall in Glennville
- Materials Money Added – state to provide funds .25/per capita
- Cash Register and 3-D Printer Purchases and Installation – 3-D printer set up and running in the Glennville Library for display and community engagement. Additional 3-D printer to be purchased.
- Summer Reading Program – Draft calendar provided – more programs to be added
- Strategic Planning – Facilitators will work with director and board members for the best strategic plan
- Canoochee Grant - \$750 Grant to purchase technology equipment
- Tattnall Staffing – 4 applicants were interviewed for part time position in Glennville. New hire by May 1<sup>st</sup>. Reidsville Budget has funding to add clerk 16 hours per week @ 7.50 per hour.

There was a Motion by Mark Thompson and 2<sup>nd</sup> by Linda Curl to hire a part time clerk 16 hours per week at 7.50 per hour. Motion carried unanimously.

Chairman Weaver asked when the Board needs to approve the 2017 budget. Mr. Whigham explained that this is actually a proposed provisional budget. Mrs. Gainer asked us to put the 2017 budgets together for each county and we did. This budget is yours and we would like to have your input. We have put your 2016 and 2017 budgets side by side and they came out pretty good, but we did not allow for the Reidsville clerk. Mr. Whigham explained they did not have to approve the budget today. Chairman Weaver noted that they could have a Called Meeting to approve the 2017 budget or they could operate without approving the 2017 budget until July. He added that they would review the budget. Mr. Whigham said he will be here through Monday and would make the adjustment for the clerk position.

Issues discussed:

- Tattnall County Library budget – part time clerk, Branch Manager's hours and possible future health insurance
- Staffing for summer reading program
- Seasonal help during the summer – community service hours – volunteer assistance
- Experience Works program for 55 and older
- Previously change in library hours will come into effect when new clerks are hired around June

8. Chairman Weaver stated in Old Business we still need to review the Tattnall County Constitution Amendment from the October 20, 2015 meeting. We did discuss this at the last meeting but no action was taken. Mark Thompson noted that this change will get us in line with the Regional Constitution.

There was a Motion by Mark Thompson and 2<sup>nd</sup> by Jay Hales to approve the Amendment to the Tattnall County Constitution as follows:

“The Board of Trustees advises the Director of the Ohoopsee Regional Library System, as the Personnel Administrator of the Ohoopsee Regional Library System in the employment and dismissal of Library Managers and such other staff members as may be needed in the efficient operation of the libraries.” Motion carried unanimously.

9. Chairman Weaver explained under New Business we have already taken care of:

1. Nomination and Selection of Board Officers
2. New Board Members – were not present
3. Constitution and by-Laws Change
4. FY 2017 Budget Planning
5. Grant Funds from Canoochee Electric Company

Additional issues discussed:

- Members to attend the Regional Meeting next week. Depending on schedule, Mark Thompson will try to attend. Linda Curl and Chairman Weaver will attend.
- Corrected email on regional budget
- Tattnall County's population and prison population
- Possible cleaning contract for the Tattnall County Library and/or city may possibly have someone to clean
- Trees in Tattnall County Library parking lot need to be trimmed

Chairman Weaver added that he does appreciate all present coming here and serving the people of Tattnall County. We certainly appreciate Stephen working with us. He will be leaving and we appreciate the fact that he has worked in this system and he is welcome back anytime. Mr. Whigham said these are two excellent libraries and the Board Members have been nice.

There was a Motion by Mark Thompson and 2<sup>nd</sup> by Jay Hales to adjourn the Meeting at 5:06 p.m. Motion carried unanimously.

