

**Henry County Library System Board of Trustees**  
**Regular Meeting Minutes**  
**Hampton Library**  
**October 4, 2010**

- Indicates actions taken

Chairman Gordon Baker called the meeting to order at 5:47 PM. Board members present were Al Bowen, Jan Lowe, Coralie Cox, Marianne Morfoot and Pat Watson. Also present were Director Carolyn Fuller, Assistant Directors Kathy Pillatzki, Pam Bagby and Allison Moyer, Locust Grove Branch Manager LaDon Golden, Hampton Branch Manager Tangela McKibbens, and City Councilman Arley Lowe.

**Approval of Agenda**

- The agenda was approved on a motion by Al Bowen, seconded by Marianne Morfoot.

Arley Lowe presented information on the Georgia Work Ready Program. It is a national program that emphasizes education and work force development. Participants are required to take a 3-hr proctored exam, and there are four levels of certification. Although Henry County is not yet a Work Ready county, five area businesses have their certificates as Work Ready businesses. The cities of HA, ST, and LG as well as Henry County are looking in to participate as well. Many high schools also require the test. Proctors are trained at Southern Crescent, but participants need a place where they can take the test. There would be no added expense to the library, and Library staff would not be expected to proctor. Carolyn asked Arley to find out the system requirements needed for the exam, so that the Library can be sure that its laptops will meet the need.

- After Arley Lowe presented information on the Georgia Work Ready Program and the Board discussed it, Jan Lowe made a motion that the Library participate in the Work Ready Program by offering meeting space and the use of laptops for the exam. Coralie Cox seconded the motion. The motion was approved.

**Approval of Minutes**

- The Minutes of the August Regular Meeting were approved on a motion by Al Bowen, seconded by Pat Watson.

**Director's Report**

Carolyn reported that the move into the new Hampton library went well. Both the fundraiser and the ribbon cutting were very nice events. She noted that the Board of Commissioners and SPLOST dedicated the reading room to Karen Wheat, and Carolyn in-

vited Karen's sisters to show them. Afterward, they sent letters thanking the Board of Commissioners, SPLOST, and the Board of Trustees.

Henry County Development Authority was so pleased with the books that Kathy chose for MD with their donation that they decided to donate the same books to the other branches in November.

The "Reinventing Libraries: Leadership in a Changed Environment" was well received by the Library Directors that attended.

The audit is going well, although Carolyn has to learn how to do some things that the Library's previous auditors had handled. So far, the Library has balanced to the penny.

The Library Directors will be hosting the Regents Public Library Council on October 6 to discuss the 10% state budget cut for next FY. On October 8<sup>th</sup>, Carolyn will be attending two meetings: The Galileo Steering Committee and RAAC (Regents Academic Committee on Libraries). There will be a Book Sale on Saturday, October 9 in MD. Staff Meeting is Thursday, October 21 in HA. The Annual Fall Festival is October 22<sup>nd</sup>. On October 23<sup>rd</sup>, the Ferst Foundation is hosting Henry Has Talent as a fundraiser at the Performing Arts Center. Tickets are \$10, and volunteers are needed. Carolyn will email the time of the performance to the Board members.

### **Old Business**

The Hampton Celebration went very well. Gordon exceeded the event. Six authors attended. Between 125 and 130 people attended the event, and nearly \$5,000 in donations has been collected thus far. The authors reported that they did well and were pleased to have attended the event. Carolyn and Gordon commended Jan and Pat on a job well done.

### **New Business**

Carolyn informed the Board that at least one week of furloughs was needed to meet this year's budget. She recommended the week of Thanksgiving, noting that full-time employees would be entitled to unemployment for that week. She also asked that Christmas week be a furlough week if needed.

- After some discussion, Jan Lowe made a motion that the week of Thanksgiving be a week of furlough for library staff. Included in the motion was the option of the week of Christmas being a furlough week if deemed necessary. The motion was seconded by Al Bowen and approved by the Board.
- In order to sell furniture and other assorted items from the old Fortson location that cannot be used elsewhere in the Library, Pat Watson moved that the Board declare all such items as surplus. Coralie Cox seconded the motion. The motion was approved.

The disposition of the old Fortson building was discussed. Carolyn informed the Board of their various options. In the past, the buildings have been appraised and local government agencies have been contacted to determine if they are interested in purchasing the property. Other options include continuing to own the property while renting it out or auctioning it off (if no government agency is interested).

- On a motion by Marianne Morfoot, seconded by Al Bowen, the Board opted to hire an appraiser to appraise the old Fortson building.
- The Motor Vehicle Operation Policy was approved on a motion by Pat Watson, seconded by Jan Lowe.
- The Seat Belt Policy was approved on a motion by Pat Watson, seconded by Jan Lowe.
- The Safety Policy was approved on a motion by Jan Lowe, seconded by Pat Watson.

#### **Confirmation of Next Meeting Date**

- The next Board meeting date of Monday, November 1, 2010 at 5:30 PM was confirmed. It will take place at the usual location in McDonough.

#### **Adjournment**

- There being no further business the meeting was adjourned at 6:45 PM on a motion by Al Bowen, seconded by Marianne Morfoot.