

**HENRY COUNTY LIBRARY SYSTEM
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
McDonough Library
December 7, 2015**

- Indicates actions taken

CALL TO ORDER

- Dr. Gordon Baker called the meeting to order at 5:35pm

Board members present were Dr. Gordon Baker, Dr. Rita Bailey, Sandy McGarity, Kathy Gilbert, Marianne Morfoot, Mary Scroggs and Jan Lowe. Staff members present were Director Carolyn Fuller, Assistant Directors, Kenneth Wayne Thompson, Pam Bagby and Kathy Pillatzki; Bookkeeper, Deb Morris, Financial Clerk, LaDonna Poole, PR Assistant, Cassandra Ryan and Branch Manager, Kaye West.

ADDITIONS/APPROVAL OF AGENDA

- The agenda was approved on a motion by Kathy Gilbert, seconded by Dr. Rita Bailey.

APPROVAL OF MINUTES

- The minutes of the October meeting were approved on a motion by Mary Scroggs, seconded by Marianne Morfoot.

DIRECTOR'S REPORT

Fuller shared that budget submissions are due January 8, 2016. HCLS will request \$2.9MIL. Board members were encouraged to contact Henry County Commissioners to ask for increased library funding. Fuller demonstrated our new e-learning web feature that creates tutorials for library offerings like OverDrive, Zinio and Twitter via Niche Academy. These tutorials guide patrons all the way from not knowing about our free resources to having a satisfying experience. This feature will increase patron awareness and pique interest with short, focused lessons. HCLS is also participating in a PINES Pilot Payment program that allows customers to pay bills online and receive an emailed receipt. This payment component saves staff time and has the potential to make the payment process more user friendly. The Director also shared that 27 new computers and monitors

have been ordered and received to replace outdated equipment for HCLS staff members.

TREASURER'S FINANCIAL REPORTS

The \$ 131,768.26 Impact fee revenue was highlighted in the December 7, 2015 Financial Statement.

OLD BUSINESS

- A motion to allocate the Old Hampton Library revenue to the Fortson Library was made by Kathy Gilbert and a second by Marianne Morfoot.

CONFIRMATION OF NEXT MEETING DATE

Potential Meeting January 4, 2016

ADJOURNMENT

The meeting was adjourned at 6:35pm on a motion by Kathy Gilbert and a second by Sandy McGarity.