

**Henry County Library System Board of Trustees**  
**Regular Meeting Minutes**  
**McDonough Library**  
**March 1, 2010**

- Indicates actions taken

Chairman Gordon Baker called the meeting to order at 5:30 PM. Board Members present were Al Bowen, Jan Lowe, Sandy McGarity, Marianne Morfoot, and Pat Watson. Also present were Director Carolyn Fuller, Assistant Directors Pam Bagby, Kathy Pillatzki and Allison Moyer, Bookkeeper Deb Morris, Financial Clerk LaDonna Poole, Fairview Branch Manager Phoenix Light, Fortson Branch Manager Tangela McKibbens, and Stockbridge Branch Manager Connie Renaud.

**Approval of Agenda**

- The Agenda was accepted on a motion by Al Bowen, seconded by Jan Lowe with the change of moving Rick Jeffares to later in the meeting (as he had not yet arrived), and the addition of the Collection Development Policy under New Business.

**Approval of Minutes**

- Minutes of the February Regular Meeting were approved after a motion by Al Bowen, seconded by Pat Watson.

**Director's Report**

Carolyn Fuller informed the Board about problems discovered after meeting with the data vendor regarding the new Hampton library. Those problems are being addressed by Clark & Pope/Partners Inc. She discussed what she has learned of the construction progress on the new Hampton library. She is in the process of seeking quotes for book movers (requesting three references from other library jobs). Although the building may be finished by the middle of April, the furniture won't be ready until the end of June. Also, the plans show a city logo on the building and having that logo on the building will create confusion.

- On a motion by Sandy McGarity, seconded by Marianne Morfoot, the Board, seeing potential problems, instructed Carolyn to inquire about the city logo's appearance on the architectural renderings of the new Fortson library, and share the architect's response with the Board via email.

Carolyn also described her positive experience at the GCPL "Meet and Greet" the legislators at the Capital. She mentioned workshops attended by staff as well.

Carolyn included in her report the Library's experiences with Regions bank and the substantial fees the bank had levied on the account, fees that hit the First Foundation funds.

### **Treasurer's Report**

- The Report was accepted, following a motion by Jan Lowe, seconded by Pat Watson.

Deb Morris informed the Board of the new Counterfeit Money Procedure.

### **Committee Reports**

- Gordon Baker appointed Al Bowen, Sandy McGarity, and Pat Watson to serve as the Nominating Committee for selecting next year's Board officers. They each agreed to the appointment.

### **Old Business**

- On a motion by Jan Lowe, seconded by Pat Watson, the Board approved Carolyn and LaDonna's recommendation to move the Library bank account from Regions to First State and to enter into a debit/credit reader contract with Processing Solutions.

The Board asked the Library to read the contract carefully and make sure it has a cancellation clause.

- The Found Item Procedure was accepted minus the Suspicious Item addendum on a motion by Al Bowen, seconded by Sandy McGarity.

Allison Moyer agreed to work on a separate Suspicious Item Procedure/Policy.

### **New Business**

Gordon Baker discussed his meeting with Butch Sanders, the County Manager. He also mentioned that he extended an invitation to B.J. Mathis, Board of County Commissioners Chairman, to attend a Library Board Meeting.

- The 2010-2011 Budget Request was accepted following a motion by Al Bowen, seconded by Marianne Morfoot.

Kathy Pillatzki presented the Board with a revised copy of the Collection Development Policy. The Board agreed to review the Policy and vote on it at the April meeting.

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

- The next Board meeting date of Monday, April 5, 2010 at 5:30 PM was confirmed.

## Adjournment

- There being no further business the meeting was adjourned at 7:06 PM on a motion by Sandy McGarity, seconded by Al Bowen.

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Gordon Baker, Chairman

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Coralie Cox, Secretary