

**Henry County Library System Board of Trustees**  
**Regular Meeting Minutes**  
**McDonough Library**  
**May 3, 2010**

- Indicates actions taken

Chairman Gordon Baker called the meeting to order at 5:33PM. Board members present were Al Bowen, Jan Lowe, Sandy McGarity, and Marianne Morfoot. Also present were Director Carolyn Fuller, Assistant Directors Pam Bagby, Kathy Pillatzki, and Allison Moyer, Bookkeeper Deb Morris, Financial Clerk LaDonna Poole, Network Administrator Amanda Cox, Fairview Branch Manager Phoenix Light, McDonough Branch Manager Kaye West, and Stockbridge Branch Manager Connie Renaud. County Manager Butch Sanders was also in attendance.

**Approval of Agenda**

- The Agenda was accepted on a motion by Al Bowen, seconded by Jan Lowe.

As a follow-up to Budget meetings, County Manager Butch Sanders stopped by to extend the County's interest in helping the library as much as possible and express his belief in the importance of library service.

The County is in the process of re-negotiating their gas bill, and he offered to include the library.

The suggestion was made to look into Voice Over IP. Amanda said she could discuss the possibility with Clark Rainer. Butch added that she might also want to talk to Mike Bush about the funding.

Butch fully supports the idea of the County Auditors auditing the library without cost to the library. He agreed to confirm this with Mike Bush. This will save the library about \$6,000.

Butch said that this budget is basically a two-year budget, so he does not expect to see improvement until 2013. The County is still working hard to bridge their own budget gap and 10-15% cuts are to be expected in most departments. A lot of reorganization is to be expected, and furlough days are a certainty.

Butch addressed the concern that the State would withhold funds if the County cuts were too deep. He said that the State has told him that they were making allowances for such cuts. Carolyn has asked for a MOE waiver from the State and will inform Butch when a copy of this is received.

## **Approval of Minutes**

- Minutes of the April Regular Meeting were approved after a motion by Jan Lowe seconded by Al Bowen.

## **Director's Report**

Carolyn Fuller informed the Board of the \$1300 made at April's book sale. She also mentioned that HCLS hosted GPLS original catalog training and that four HCLS staff members attended. Also, in April, HCLS had a Staff Day with computer, CPR and customer service training for staff. Phoenix Light attended a workshop on library advocacy that recommended management come up with basic talking points for front-line staff to use when speaking with the public about the library. Amanda Cox attended Technology Boot Camp where she was able to Network with 65 other technical services personnel from around the area.

Carolyn informed the board of the resignation due to health problems of Joan Hussey who has been with HCLS since 1996.

In response to a concern from Al Bowen, Pam and Kathy reviewed the Donations Policy. It can always be printed out for patrons that have questions.

## **Treasurer's Report**

The May book and bake sale brought in \$1088. Deb noted that the fund balance is down to just over \$300,000. The Board suggested that this low balance be highlighted in the next meeting with the County. Carolyn will contact Butch and set up an appointment. The Friends Roast generated \$5,000 for the VRP, and the LSTA grants came through with \$500 per branch.

## **Committee Reports**

The Nominating Committee had no suggestions for new officers, but suggested retaining the same officers as in the previous year.

- After Gordon asked for nominations from the floor but received none, Marianne Morfoot motioned to close nominations and was seconded by Sandy McGarity.
- Al Bowen made a motion to retain last year's officers. The motion was seconded by Marianne Morfoot.

## **Old Business**

- The revised Collection Development Policy was approved on motion by Jan Lowe and seconded by Al Bowen.

A letter to the Commissioners from the Board detailing its response to the budget shortfall was approved with corrections. The statement of the media, webpage, and staff dissemination was also approved with corrections. Carolyn will also include a statement in the paychecks issued during furlough.

### **New Business**

Carolyn asked the Board to be thinking of ways to deal with the budget shortfall next year. She showed the Board the statistics that indicated Monday's are the busiest days and Saturday's one of the slowest. Some of the options to consider: 5-day week, only one or two branches open each evening, no benefits to part-timers, and freeze all positions.

In response to a Board question, Carolyn agreed to contact PINES and ask about increasing overdue fines.

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

- The next Board meeting date of Monday, June 7, 2010 at 5:30 PM was confirmed.

### **Adjournment**

- There being no further business the meeting was adjourned at 7:05 PM on a motion by Sandy McGarity seconded by Al Bowen.