

# CCLS Board of Trustees Meeting | MINUTES

Tuesday, July 10, 2018 | 5:02pm | Clayton County Library System Headquarters

Facilitator Courtney McFarlane

Scribe Slone Williams

Absent Daniel Small

## Attendees:

Courtney McFarlane Slone Williams

Brenda Harrison Shavawn Simmons

Deetra Poindexter Donna Brooks

Stuart Lange

## II. MINUTES

### Motion

### Second

Motion to accept minutes from April 10, 2018, 2<sup>nd</sup> Quarter

Deetra Poindexter

Donna Brooks

Minutes Approved.

## III. PUBLIC COMMENTS

An anonymous citizen asked, "If the Board is interested in hearing from the county on their investigations?" Shavawn Simmons answered the citizen and stated "No, that was done at the hearing." Courtney McFarlane informed the citizen that "The protocol for addressing the Board relating to that hearing needs to be submitted by a letter."

## IV. Welcome

Welcomed new Board members:

- Brenda Harrison
- Slone Williams

## V. UNFINISHED BUSINESS

- The State's (GPLS) code of conduct (for patrons) is being reviewed to align our policy and make edits to the proposed CCLS Code of Conduct.

## VI. New Business

### 1<sup>st</sup> Nomination (Votes)

### 2<sup>nd</sup> Nomination (Votes)

\*\*Election of Officers

Chair

Courtney McFarlane (2)

Deetra Poindexter (5)

Vice Chair

Courtney McFarlane (2)

Shavawn Simmons (5)

Secretary

Slone Williams (7)

- Library Director, Rosalind Lett, verbally shared highlights of her written report. Each Board member received copies of the Director, Assistant Directors, and the Virtual Services Librarian’s reports.
- Library Staff Morale Survey: Stuart Lange has been responsible for surveying the branches for staff morale. He proposed contacting a business school or third party to perform management surveys and evaluations of the staff. Possibly creating a grant opportunity/study. Madam Chair, Deetra Poindexter appointed Brenda Harrison to contact Clayton State University for assistance through their School of Business and PACE program to research options.
- Status of Director’s Conditions for Reinstatement: The Board discussed the two remaining conditions for the Director’s reinstatement: the mandated reporting training which is scheduled for Friday, August 17, 2018, and the mediation between the Director and the accuser/plaintiff. Stuart Lange was appointed by Madam Chair, Deetra Poindexter, to research the process for the mediation, then to provide the library Board with an update. Mr. Lange also received approval to work with the Clayton County Board of Commissioners, in efforts to remain transparent throughout this process.
- The Board reviewed the state and county approved budgets. Shavawn Simmons made a motion to accept the state budget, Stuart Lange seconded, all members approved. The detailed state budget allocation is attached.
- Board Training/New Roles: Courtney McFarlane provided an update regarding the trustee training session with Julie Walker. He provided two training options and the members voted on Thursday, July 26, 2018. Board members will meet with Julie Walker, State Librarian of Georgia, for training.
- Committee Appointments:

Committee	Member	Member
Administration (tabled)		
Advocacy & Promotion	Donna Brooks	
Strategic Planning	Stuart Lange	Shavawn Simmons
Finance	Brenda Harrison	

**Suggestions by Board Members:**

- The Library Director, Rosalind Lett, will provide each Board member with descriptions for each committee group, as per requested by Madam Chair, Deetra Poindexter.
- Madam Chair, Deetra Poindexter, suggested that we should invest in nametags.
- Madam Chair, Deetra Poindexter, suggested that we should amend the bylaws to have monthly or bi-monthly meetings instead of quarterly meetings. The Library Director, Rosalind Lett, noted that the Board would need to amend the bylaws to change the meeting frequency. She recommended forming a bylaws committee to make changes to the bylaws and present them to the group for a vote. The Board members voted to meet on Tuesday, August 14, 2018, to vote on making changes to the bylaws to alter the frequency of the meetings, creating a bylaws committee, and other matters.

## VI. ADJOURNMENT

**Motion**

**Second**

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Brenda Harrison

Courtney McFarlane

- Adjourned: 7:21pm

The Board went into Executive Session.

Minutes submitted by: *Stone T. Williams*, Board Secretary

8/13/2018

Board Secretary

Date

Minutes Approved by: Deetra Poindexter, Chairperson

08/13/2018

Board Chair Signature

Date