

## CLAYTON COUNTY LIBRARY BOARD OF TRUSTEES

### MEETING MINUTES

JANUARY 10, 2017

Board Members Present: LaShonda Dillard, Sherry Hamilton, Tom McBeth Courtney McFarlane, Brenda Rayburn, Daniel Small, Dr. Gwen Wiggins

Other Attendees: George Hazelton (President of Friends of the Library), Rosalind Lett (Director)

1. Call to Order - LaShonda Dillard called the meeting to order at 5:10 at which time a quorum was present.
2. Minutes - Minutes from the last meeting were approved with one correction.
3. Public Comments - There were no public comments.
4. Library Board Chair Report - LaShonda presented the Board Chair Report which had been provided to Board Members electronically prior to the meeting. She answered questions concerning items on the report. No board action was required on any of these items. There was brief discussion around members not in attendance and a reminder that our bylaws call for any member who misses three meetings without a reasonable excuse is automatically removed from the board.
5. Committee Reports –
  - a. Advocacy Committee - Daniel presented an overview of actions taken by the Advocacy Committee. Discussion centered on other potential outreach possibilities, including greater attendance at BOC meetings and making use of the Public Comment time period.
  - b. Strategic Planning – no report
  - c. Finance – no report. The County timeline for budget development has not yet been released. Rosalind will notify Brenda when this occurs and it can be determined what role the committee will play in the budget development process.
6. Unfinished Business –
  - a. Board Secretary – This responsibility will be rotated among board members due to vacant secretary position to handle this duty. Brenda volunteered to handle minutes from this meeting. Courtney volunteered to handle minutes for the April meeting.
  - b. Repair and Maintenance Updates – Per Rosalind, the HQ meeting room floor continues to be an issue. The staff is investigating options. A \$125,000 HUD grant was awarded by the county to paint the HQ building and improve lighting. Mold has been discovered on the exterior of the Riverdale branch. Testing is being done to determine whether the problem extends to the interior of the building.
  - c. Impact of New Labor Laws – This law has been challenged and implementation has been delayed. Rosalind provided an overview of the possible changes that could result if this law goes into effect.
7. New Business –
  - a. Director's Report – A written copy of this report as well as those of the Assistant Directors was provided to members electronically prior to the meeting. Director Lett expounded on several key items such as the latest update on the new College Park Library, implementation of the RFID system and the roadblocks preventing progress on the Foundation.

- b. Certificates of Appreciation –LaShonda presented personalized Certificates of Appreciation to each board member and thanked them for their service to the Library and to our county.
  - c. Trustee Handbook – Hard copies of the handbook have been ordered for each board member but have not yet arrived. In the interim, the new handbook is available in electronic form on the GPLS web site. Future meetings will include a discussion of key board member responsibilities.
  - d. National Caribbean American Heritage Month – Courtney provided an overview of history of the organization and planned activities for February.
8. Adjourn – Motion made (Bejanae Kareem) and seconded (Tom McBeth) to adjourn the meeting at 6:50 pm

Brenda Rayburn  
Library Board of Trustees (Acting) Secretary

LaShonda R. Dillard  
Board Chair Signature