

# Clayton County Library Board of Trustees DIRECTORS' MEETING

MINUTES OF, January 13, 2015

REGULAR MEETING, NO. 1

A regular meeting for the Board of Directors of the Clayton County Library Board of Trustees was held on Tuesday, January 13, 2015.

The meeting was called to order by Brenda Morant, Chair, at 2:05 p.m. in the Boardroom at the Clayton County Headquarters Library located at 865 Battle Creek Road, Jonesboro, Georgia.

PRESENT

Five members of the Board were present:  
Brenda Morant, Chair, Daniel Small, Vice Chair, LaShonda Dillard, Secretary, Pamela Lake, Treasurer, Bernell Wesley and Brenda Rayburn.

Clayton County Library Director, Rosalind Lett was also in attendance.

ABSENT

Tonya L. Clements, Patricia Shepherd, and Sherry Hamilton.

GUEST

Kristina Cummings, owner of Restaurant Café Good Spot, located in Clayton County. The following Clayton County Library Staff Members were present as well:

Rachel Daniels (*Marketing Research Analyst*); Nancy Lewis (*Circulation Desk Assistant Manager*); Jennifer Mitchell (*Library Assistant Circulation Desk*); Breneidra J. Johnson (*Administrative Assistant*); Vicky Beene (*Youth Services Assistant Director*); and Velda Cofield (*Assistant Director, Branch Services and Training*).

MINUTES

Because there was not a quorum to have the Board Meeting, minutes were not taken.

APPROVED

REPORT OF THE  
TREASURER

Most recent bank statement was reviewed.

REPORT FROM THE DIRECTOR  
OF THE LIBRARY

UNFINISHED  
BUSINESS

Brenda Morant, Chair, stated last year the Board focused on having more involvement with Director Lett. Brenda reported that this year we will focus on developing our infrastructure and completing a strategic plan for the Board.

Daniel Small, Vice Chair, discussed the bylaws and suggested changes. Mr. Small stated the current Georgia State Bylaws Handbook was referenced to update the Clayton County Library Bylaws.

Mr. Small and fellow Board Members suggested the following changes were made and/or should be implemented:

Critical Article/Section Headings were bolded. The following Sections were updated:

- **Article V**
  1. *Section 1-Board of Trustees;*
  2. *Section 2-Length of Terms,*
  3. *Section 3-Attendance at Official Board Meetings,*
  4. *Section 4-Compensation,*
  5. *Section 5-Vacancies,*
  6. *Section 8- Contracting Procedures (body approving contracts)*
  
- **Article VI Officers and Duties**
  1. *Section 1-(proposals regarding hiring and salary recommendations for the Library Director)*
  2. *Section 4-Service specialized groups.*
  3. *Section 3-(Officers of the Board of Trustees),*
  4. *Section 10-Nominating Committee,*
  5. *Section 12-Public Relations Committee,*
  6. *Section 13- Committee on Bylaws.*
  
- **Article VII Section 1. Regular Meetings, Section 5 Quorums and Voting,**
  1. *Section 6-Order of Business.*
  
- **Article VIII-Duties of Library Director**
  1. *Section 2-Administrative Officer.*
  2. *Section 11-Attendance at Board of Regents Meetings,*
  3. *Section 12-Notifications to Library Boards, Georgia Board of Regents and Georgia Public Library Service.*

Pamela Lake recommended the Board review the suggested changes and hold a special meeting in March to move forward with approving the bylaws.

The following policies were approved:

Book Donation Policy, Motion made by Daniel Small, and Seconded by Brenda Morant.

Library Fees (accessing damages to books/dvd's) and Fines Policy- Motion made by Brenda Rayburn, and Seconded by Pamela Lake.

Holiday Hours-Tabled until bylaws are updated.

The following grants have been approved:

HUD Grant \$87K (this grant is related to assessing the abilities of children from the ages 1-4 and constructing a family friendly library). The Library Headquarters and Riverdale Branch will receive funding to provide family friendly computer labs.

SMART Investing Grant (this grant is designed to focus on financial literacy, assessing poverty related issues, promoting entrepreneurship and managing money on local, state and federal levels.)

ALA/FINRA Financial Literacy Grant for \$100K will provide financial literacy training throughout the county.

NEW BUSINESS

Director's Report and Reports from Assistant Directors  
Director Lett reported computer classes for Clayton County Employees will began in late January. The new website and logo have been finalized. To view the new website visit [www.claytonpl.org](http://www.claytonpl.org).

Board Meetings will be held on a quarterly basis on the 2<sup>nd</sup> Tuesday of the following months: January, April, July and October.

Executive Board Meetings will be held on an as needed basis.

COMMITTEE REPORTS

*Bylaws Committee*- Concluding updating bylaws.

*Friends of the Library*-Nothing reported.

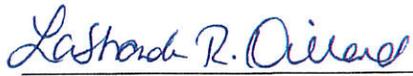
*Library Foundation*- Nothing reported.

ADJOURNMENT

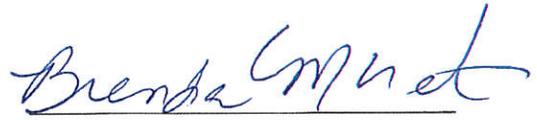
Motion to adjourn meeting made by Brenda Rayburn and Seconded by LaShonda Dillard.

Date/Place of

Next Meeting: Special Called Meeting to Review Bylaws: March 17, 2015 at 5 p.m.  
(location to be determined). Quarterly Board Meeting: April 14, 2015 at  
Library Headquarters.



LaShonda R. Dillard, Secretary



Brenda Morant, Board Chair