

*October 11, 2016 Headquarters Library 5:00pm*

*Action Minutes*

- I. **Meeting called to order at 5:15 p.m. by Chair, LaShonda Dillard**
  - a. Present: LaShonda Dillard, Courtney McFarlane, Pamela Lake, Tom McBeth, Brenda Rayburn, Rosalind Lett, Daniel Small, Gwen Wiggins, Bejanae Kareem
  - b. Absent: Bernell Wesley, Sherry Hamilton, Tyneisha Hamilton
  - c. Guest: Commissioner Gail Hambrick and Breneidra J. Johnson
- II. **Minutes:**
  - a. Question concerning whether everyone read the previous meeting's minutes.
- III. **Public Comments:**
  - a. Friends of the Library - donated used book sale for literacy efforts (November)
- IV. **Committee Reports:**
  - A. **Advocacy Committee-**
    - a. No report submitted
    - b. Met with Building and Maintenance in September to discuss library related repair matters.
    - c. Daniel Small to inquire with Building/Maintenance regarding tree removal/upkeep
  - B. **Finance Committee –**
    - a. No report submitted
    - b. Next finance meeting in November
  - C. **Strategic Planning Committee –**
    - a. No report submitted
    - b. Discussion concerning the importance of volunteering in the library and the College Park Library planning meeting
  - D. **Nominating Committee-**
    - a. No report
- V. **Unfinished Business:**
  - A. **Board Secretary:**
    - a. Bejanae Kareem appointed to transcribe minutes for October Meeting.
  - B. **Library Holiday Hours:**
    - a. Recommended the library be closed Christmas Eve and Christmas Day
    - b. Library closed the day after Thanksgiving

- c. Discussion concerning long term holiday policy

**VI. New Business**

- a. Motion to amend agenda to include Pamela Lake's concerns involving the distribution of meeting minutes (library, email, mail).
  - i. Daniel Small Seconded Gwen Wiggins All in Favor (Courtney McFarlane, Pamela Lake, Tom McBeth, Daniel Small, Gwenn Wiggins, Bejanae Kareem), Abstained (Brenda Rayburn).
- b. Motion to make agenda/associated materials available (hard copies in library, electronically be sent by email) and to add three items to the agenda (lack of trees around the library, library employees' retention and exit interviews, Forest Park redevelopment opportunities-recent add regarding Clayton County Library).
  - i. Corresponding discussion for 3 items added to the agenda
    1. Lack of trees - concerns with who oversees the trees
    2. Library employees - high looting numbers, salaries are lower than other libraries, professional development opportunities
    3. Forest Park's relationship with the library

**A. Director's Report and Reports from Assistant Directors:**

- a. RFID Implementation underway
- b. Questions concerning furnishing funds and long-term sustainable funding
- c. Three matching-fund state grants
- d. North West Branch of the Library
- e. Update in cash handling manual
- f. Update library employee job descriptions
- g. New labor laws
- h. Various events targeting financial literacy and health care literacy
- i. New technology connecting community members to the library via search engines
- j. Collaborate with local school system to provide additional research resources for students
- k. Director Lett reported The Georgia Public Library Service has completed the Revised Library Board 2016 of Trustees Handbook. The printed version will be mailed to Library Headquarters in the upcoming week. Director Lett informed the board training will held in Worth County (October 25), Athens (November 1), and Coweta County (November 11).

**B. July Board Minutes**

- a. Motion to adopt July 2016 Board Minutes:

- i. Courtney McFarlane Seconded (Gwen Wiggins) All in Favor: Courtney McFarlane, Tom McBeth, Daniel Small, Gwenn Wiggins, Bejanae Kareem), Brenda Rayburn. Abstained (Pamela Lake)
- b. Motion to adopt April 2016 board minutes:
  - i. Brenda Rayburn Seconded Bejanae Kareem. All in Favor: Courtney McFarlane, Tom McBeth, Daniel Small, Gwenn Wiggins), Brenda Rayburn. Abstained (Pamela Lake)

**VII. Advocacy Committee:**

- a. Daniel explains the purpose and recent actions of the Library Advocacy Committee
- b. Courtney discusses concerns about documentation of library repairs
- c. Discussion concerning repair goals, building maintenance leadership, and tree policy

**VIII. Date/Place of Next Meeting**

**IX. ADJOURNMENT:**

**MOTION AND VOTE: Motion made to Adjourn (Tom McBeth) Seconded (Bejanae Kareem)**

Bejanae Kareem,

**Library Board of Trustees Acting Secretary**

LaShonda Dillard,

**Library Board of Trustees Chair**