

**Dawson County Library
Board of Trustees
Quarterly Meeting
October 15, 2012**

Members present: *Angela Harben, Ragin Hause, Eydie Stegall, Leslie Kupkowski, Donna Weaver, Nancy Disharoon and Kay Black*

Also present: *Director Claudia Gibson, Assistant Director Peggy King and Branch Manager Stacey Leonhardt*

Absent: *Judy Cahill and Clint Bearden*

Leslie Kupkowski called the meeting to order at 5:00 PM and established a quorum was present.

Kay Black made a motion to accept the minutes of the July 19, 2012 meeting. Ragin Hause seconded and all were in favor.

Peggy King presented the 1st quarter financial report for FY13. Ragin Hause made a motion to accept the financial report as presented, Donna Weaver seconded and all were in favor.

Claudia Gibson presented the Director's quarterly report.

The following committee assignments were made:

Angela Harben will replace Kay Black on the Finance Committee
Judy Cahill will serve on the Constitution and Bylaws Committee

Claudia Gibson told the board that we have ordered the new vehicle as approved by the board. It is a Ford Escape which will be available toward the end of the year.

Peggy King presented the FY13 proposed budget to the board. Donna Weaver made a motion to accept the budget as presented and Angela Harben seconded. All were in favor.

Peggy King presented the accounts receivable write-off for FY12. Ragin Hause made a motion to accept, Donna Weaver seconded and all were in favor.

Claudia Gibson informed the board of several staffing changes. 1) She explained that Tracy Walker had asked to be placed back in her prior position of Youth Services Specialist in Dawson County due to personal reasons. 2) Sarah Burgess has accepted a job with the Athens library system; we have hired Melanie Hogue to replace her as Systems Librarian and she will start November 1, 2012; and 3) Peggy King has been promoted to Assistant Director.

Peggy King presented proposed changes to the Personnel Policy. Nancy Disharoon made a motion to accept these changes, Angela Harben seconded and all were in favor.

The board was given a copy of the FY13 annual giving letter for their information.

Claudia Gibson told the board we had an issue with a private group who used our meeting room and left it in a mess. She would like to consider charging a cleaning fee to any private party who reserves our room. She will find out how other libraries have dealt with these issues and will email her findings to the board.

Claudia Gibson told the board we are getting estimates to replace the carpet in the meeting room and that the county is going to pay half of the cost. She also informed them that we are having the building rekeyed as a security measure.

Claudia Gibson announced that we had subscribed to an online magazine service called Zinio. She encouraged the board to go to our website and try it out.

Nancy Disharoon made a motion to adjourn the meeting at 5:40, Donna Weaver seconded and all were in favor.

Respectfully submitted,

Leslie Kupkowski, Chairman
(By Peggy King)