

**Lumpkin County Library
Board of Trustees
Quarterly Meeting
April 14, 2011**

Members present: *Carol Hesse, Sue Neil, Ray Prince, Elsa Ann Gaines, Tony Buesing, John Yates and Celeste Hannah*

Also present: *Director Claudia Gibson, Asst Director Sarah McGhee, Business Manager Peggy King and Branch Manager Tracey Thomaswick*

Members Absent: *Anne Amerson*

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

Sue Neil made a motion to accept the minutes of the January 20, 2011 meeting. Elsa Ann Gaines seconded and all were in favor.

Sue Neil made a motion to accept the minutes of the Policy Committee held on April 7, 2011. Elsa Ann Gaines seconded and all were in favor.

Peggy King presented the 3rd quarter financial report for FY11. Sue Neil made a motion to accept the financial report as presented, John Yates seconded and all were in favor.

Claudia Gibson went over her Director's Report with the board. In response to Celeste Hannah's inquiry, Claudia stated we were starting a new program in Dawson called Woman to Woman and if it went well we would start one in Lumpkin.

Ray Prince offered to serve on the Lumpkin County Library's Foundation board.

Elsa Ann Gaines made a motion to accept the changes to the Constitution for the Lumpkin County Library as presented, Ray Prince seconded and all were in favor.

Claudia Gibson informed the board the terms of Tony Buesing and Elsa Ann Gaines are ending June 30, 2011 but they could both be reappointed. Tony and Elsa Ann both agreed to serve another term. Claudia will notify Stan Kelly, County Manager.

Claudia Gibson then stated the regional board terms of Tony Buesing and Ray Prince were also up on June 30, 2011. Tony stated he was willing to serve another term. Since the local board chair normally serves on the regional board, Carol Hesse will serve on this board instead of Ray Prince starting July 1, 2011.

Claudia Gibson went over changes to the following policies: Administrative; Board of Trustees; Services and Use; Collection Development; Personnel; Facilities and Equipment Use. Ray Prince made a motion to accept the changes to these policies, as presented. Sue Neil seconded and all were in favor. Claudia informed the board that all our policies are published on our website and it was decided it would not be necessary to print a copy of the complete manual for each board member.

Peggy King presented the revised FY/CY11 budget. In addition to the changes presented on the document given to the board, she stated the workers compensation expenditure needed to be increased by \$432 and the materials budget decreased by \$432. She also pointed out an error in the accompanying narrative. Under Expenditures, #3 Books & Materials – the statement beginning with “There is an **increase** of \$17,229...” should be “There is a **decrease** of \$17,229...” Ray Prince asked if this decrease was all due to the change in personnel. Peggy explained it was due not only to the change in personnel but to a significant increase in healthcare premiums in the coming year, as stated in the narrative. Ray Prince made a motion to accept this revised budget with the above change, Sue Neil seconded and all were in favor.

Ray Prince questioned whether the Director should have the authority to hire and fire employees without prior board approval and whether the Director should be able to make budgetary decisions without prior board approval. Claudia Gibson explained that, through board approved policies, the board has given the Director authority to make all decisions regarding staffing and to make budgetary line item changes within the same fund.

Peggy King presented the FY12 Continuation Budget to take effect July 1, 2011. Ray Prince made a motion to accept this budget, Sue Neil seconded and all were in favor.

Claudia Gibson asked the board to approve the closed dates for FY/CY2012. Ray Prince had questions about the New Year’s Eve closing in 2012. Claudia Gibson stated she would check on that and revise if necessary. Elsa Ann Gaines made a motion to accept the closed dates as presented, with the understanding they would be revised if necessary. Ray Prince seconded and all were in favor.

Peggy King gave a report of the Unique Collection status and also a status of the collection letters that have been sent out to persons owing over \$250.

Claudia Gibson told the board we were having major building issues (multiple leaks, air conditioning malfunctions, broken windows due to settling of the building, to name a few) with the Lumpkin County Library. She has met with Stan Kelly to discuss these and to let him know she was going to talk to the board about it.

Claudia Gibson told the board about an upcoming Board Trustee training event in Athens. She also told them she was going to attend weeklong genealogy training. She is going to pay for this herself but will use professional leave instead of annual leave like she did last year.

A motion was made by Ray Prince at 6:27 to adjourn the meeting, Sue Neil seconded and all were in favor.

Respectfully submitted,

Carol Hesse, Chairman
(By Peggy King)