

**Lumpkin County Library
Board of Trustees
July 21, 2016**

Members present: *Nancy Vollbeer, Gil Katzenstein, Dan Bowers, Laura LaTourette, and Denson Martin.*

Members absent: *Donna Logan, Bonita Jacobs*

Also present: *Leslie Clark (Director), Tracey Thomaswick (Branch Manager), Vicki Adkison (Assistant Director).*

Dan Bowers called the meeting to order at 5:00pm and established a quorum was present.

A motion was made by Denson Martin to approve the Quarterly Meeting minutes of April 21, 2016. Nancy Vollbeer seconded and all were in favor.

The Financial Report for the 4th Quarter of the FY16 (2nd Quarter of the Calendar Year) was presented by Vicki Adkison and discussed. LC ended the fiscal year to the good; however, Leslie Clark advised we did not spend all of the books and materials money due to Tina Jordan (former Collections Management Librarian) her position and John McConnell coming into the position approximately 2 ½ months after Tina left. There was also a learning curve. We may at the end of the calendar year ask for the money back from fund balance in order to get our collection back to where it needs to be with new materials. Denson Martin made a motion to accept the Financials. Nancy Vollbeer seconded and all were in favor.

Leslie Clark discussed her Director's Report, advising the staff is doing excellent especially with two new employees that started in the summer. There are good summer numbers with programs, etc.

There were no committee meetings this last quarter.

Leslie Clark presented the revised Personnel policy with changes. Leslie highlighted Section 1.7 under definition changing compensatory time to scheduled adjustments. Leslie also discussed the new law which is in effect 12/1/16 regarding exempt vs. non-exempt. All employees making less than \$47,476 annually will be considered non-exempt according to the Fair Labor Standards Act and will be compensated time and a half for time worked over 40 hours per week. Leslie Clark also discussed the changes to the personal appearance policy defining the business casual environment. Denson Martin made a motion to accept the personnel policy as presented. Gil Katzenstein seconded and all were in favor.

There was discussion of the need for Board Orientation. It was decided to come up with dates for the next quarter so all new members could attend.

New business – Leslie Clark advised the Board there was a need to elect new officers. Motion was made by Denson Martin to accept Dan Bowers as Chair, Nancy Vollbeer seconded and all

were in favor. Nancy Vollbeer offered to take the position as Vice Chair. Denson Martin made a motion to nominate Nancy Vollbeer as Vice Chair, Dan Bowers seconded and all were in favor. Gil Katzenstein offered to take the position of Secretary. Dan Bowers made a motion to accept Gil Katzenstein as Secretary, Denson Martin seconded and all were in favor.

Vicki Adkison advised there was a need for members on the Finance Committee (1), Constitution and By-Laws Committee (2), Building and Grounds (1) and Nominating Committee (1). Laura LaTourette agreed to be on the Finance Committee. Dan Bowers and Gil Katzenstein agreed to be on the Constitution and By-Laws Committee. Laura LaTourette agreed to be on the Building and Grounds Committee. The Nominating Committee will be tabled until new Board Members are appointed. Denson Martin recommended Juanita Tipton as a potential board member and Dan Bowers recommended David Duke as another potential board member.

Vicki Adkison presented the Continuation Report. Vicki advised when the Board approved the last Budget it was for Calendar year 16. On July 1, 2016 the Library received new State Grant money for fiscal year 2017. The new State Grant monies are incorporated into the continuation report that will allow the Library to operate until a new Calendar Budget is approved. Denson Martin made a motion to accept the Continuation Report as presented. Nancy Vollbeer seconded the motion and all were in favor.

Leslie Clark advised the Board of the need to appoint Lumpkin County Board members to the Chestatee Regional Library System (CRLS) Board as there are two vacant seats if Dan Bowers who is currently serving on the CRLS Board is re-appointed. Denson Martin made a motion to re-appoint Dan Bowers to the CRLS Board. Laura LaTourette seconded and all were in favor. A motion was made by Dan Bowers to appoint Laura LaTourette and Gil Katzenstein to the CRLS Board. Denson Martin seconded and all were in favor.

Leslie Clark presented a list of closed dates for the Library for the 2017 fiscal year. Leslie pointed out staff development day will be moved from February to October (Columbus Day). Laura LaTourette made a motion to accept the closed dates. Denson Martin seconded the motion and all were in favor.

Leslie Clark presented the meeting schedule and advised the with the October meeting there is a conflict for the Director and Assistant Director as they will be at Budget meetings. The members agreed to meet on Wednesday, October 19, 2016.

Leslie Clark advised the members of the Board Orientation which includes full Board Training. It was determined the Orientation will be on October 29, 2016 at 1:30pm. Once the CRLS Board votes on date/time of Orientation Leslie will let everyone know.

Leslie Clark updated the members on the plans for the new Library. At the most recent task force meeting, Chairman Dockery was in attendance and suggested we find out how much it would cost to get our building program updated. Leslie wrote up an analysis and Chairman Dockery agreed to pay for the updated program

Gil Katzenstein moved to have the meeting adjourned at 6:09pm. Laura LaTourette seconded and all were in favor.

Respectfully submitted,

Gil Katzenstein, Secretary
(By Vicki Adkison)