Members present: Lori VanSickle, Leslie Kupkowski, Ragin Hause, Judy Cahill, Wendi Bock, Duane Wallace.

Members absent: Tom Harter, Susan Roof, Mary Tanner.

Also present: Director Leslie Clark, Collection Management Librarian John McConnell, Branch Manager Stacey Leonhardt and Assistant Director Vicki Adkison.

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

After determining the Board members had reviewed the minutes from the Board meeting of October 17, 2016 and there was no discussion or changes, Judy Cahill asked for a motion to accept. Leslie Kupkowski moved to accept the Board meeting minutes as written. Ragin Hause seconded and all were in favor.

Financial Report for the 2nd Quarter of the FY17 (4th Quarter of the Calendar Year) was presented by Vicki Adkison and reviewed by the Board. Vicki advised the Board, so far, half way through the FY, we are to the good and we did receive STEAM and MR&R money for books, materials and computers. One of the line items Vicki addressed with the Board was the electricity. This line item has been overspent due to the malfunctioning of the air conditioner. Vicki reminded the Board when we overspend a line item the only variable for money to come from is books and materials. Leslie Clark also reminded the Board at the end of last fiscal year we did not roll in money into Emergency Fund, etc. We did, however, roll approximately $17,000.00 into Fund Balance at the end of the year. Leslie Kupkowski moved to accept the report as given. Ragin Hause seconded and all were in favor.

Leslie respectfully asked for $8,000.00 from the rolled over (unreserved) Fund Balance for materials. Leslie Kupkowski moved to accept the request. Lori VanSickle seconded and all were in favor.

Director Leslie Clark presented her Quarterly Director’s Report. The Library is doing a lot of good things. Stacey and crew doing a great job. Tracy Walker won a Keats grant for programs and Tracy has also been accepted to PINNACLE program. Leslie Kupkowski advised she read somewhere the Satellite Branch was listed as the Chestatee Regional Library System Satellite Branch; however, it is the Dawson County Library Satellite Branch. Leslie Clark said she would look and correct that. Leslie Clark advised John McConnell has added approximately 1400 new items to the collection. We are working on E-rate. Our AUP for FY16 is scheduled for April. Leslie advised that both she and Vicki would be going to Financial Training with the Carl Vincent Institute of Government sponsored by GPLS.
Committee reports – Leslie advised she would send Lumpkin Committee for the Constitution and Bylaws notes to Dawson County Committee for the Constitution and Bylaws for reference.

Unfinished business – Leslie Clark advised the Dawson County Foundation needs to be resurrected. Bank of Ozarks sent a letter stating they would be charging the Foundation banking account $6.00/month for no activity. Friends of the Library donated a small amount to Foundation to show activity in an effort to stop the $6.00 charge. It will be deposited tomorrow. We are in need of members for the Foundation.

New business – Leslie Clark discussed hours at the satellite and requested opening another day for 3 hours. Ragin Hause made a motion to open 3 hours more a week. Wendi Bock seconds and all were in favor.

Leslie requested we open an hour earlier on Tuesday at the main Library. Ragin made a motion to accept the request and Wendi Bock seconded. All were in favor.

Leslie Kupkowski moved to have the meeting adjourned at pm 5:49pm. Ragin Hause seconded and all were in favor.

Respectfully submitted,

Susan Roof, Secretary
(By Vicki Adkison)