Members present:  Leslie Kupkowski, Ragin Hause, Susan Roof, Lori VanSickle and Duane Wallace.

Also present:  Director Claudia Gibson, Branch Manager Stacey Leonhardt and Assistant Director Vicki Adkison

Absent:  Donna Weaver Yaughn and Judy Cahill.

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

Introductions were made with the two new Board members, Lori VanSickle and Duane Wallace. Claudia Gibson advised Commissioner Mike Berg made her aware of another new Board member this morning. The newest Board member is Wendy Bach and she will be at the next Board meeting.

The minutes of the April 20, 2015, July 20, 2015 and September 30, 2015 (called) meetings were reviewed. Susan Roof made a motion to accept the April 20, 2015 minutes as written. Ragin Hause seconded the motion and all were in favor. Ragin Hause made a motion to accept the July 20, 2015 minutes as written. Susan Roof seconded and all were in favor. Claudia Gibson advised a vote was not necessary for the September 30, 2015 called meeting.

Claudia Gibson explained the Financial Report, Income Statement and Balance Sheet. Claudia also explained that the Balance Sheet Unreserved Funds was not extra money, just county money that falls in that line item until it is spent the next month. Susan Roof made a motion to accept the Financials as given. Ragin Hause seconded and all were in favor.

Claudia Gibson presented her quarterly Director’s report with little discussion.

Claudia Gibson advised we still had vacant positions (2 on Finance Committee, 1 on Building and Grounds and 1 on Constitution and By-Laws) on the Dawson Committees. Lori VanSickle requested to be on Finance Committee and Duane Wallace requested to be on Constitution and By-Laws. This leaves 1 vacancy on the Finance Committee.

Claudia Gibson discussed with the Board the need for one more member to have a full Board.

Claudia Gibson advised the members that she is still looking for 1 more member for the Dawson County Library Foundation Board (a 501(c)(3)) Foundation for Capital Improvements). The member does not have to be a Dawson County Library Board of Trustees member. Claudia also advised the two items that need to be addressed by the Foundation Board in the upcoming year is (1) Rewrite a brochure that will promote the Foundation; and
(2) Look at the Foundation Constitution and By-Laws.

Leslie Kupkowski advised the Board members that Friends (Leslie being a member of the Friends Board) will be collecting money during the Moonshine Festival for parking at the Library. If anyone wants or knows of someone who would like to help Saturday or Sunday (3 hour shifts) to please call Roy @ 706.216.6261.

There was no unfinished business to discuss.

With regard to budget, Claudia Gibson advised the Board members that it appears the Dawson County Commissioners are only giving the Library $6500 more than they gave last year. The $6500 was for the renovation of the DC Library Satellite. Ragin Hause asked if the money could be used for Books and Materials instead of Renovation and Claudia Gibson advised she was not sure but would check and see. Ragin Hause also suggested a “Buy a Book” program to make money for books and materials. Stacey Leonhardt advised we have done a program like that in the past and they didn’t sell many books. Duane Wallace recommended an article in our newsletter about such a program and Claudia Gibson also advised we have $90,000.00 in our Fund Balance for emergencies. (Three months in reserve is a County/State recommendation; however, the requirement is one month). If necessary we could take one month ($30,000.00) out for books and materials. Duane Wallace made a motion to accept the budget as presented. Ragin Hause seconded and all were in favor.

Claudia Gibson presented a reminded the members she was re-writing job classifications and she presented a new job classification for the Operations Manager position changing in from a paygrade 12 to a paygrade 14. Ragin Hause made a motion to accept the Operations Manager job classification as written. Susan Roof seconded and all were in favor.

Claudia Gibson advised the members she would be setting a date for new Board Member orientation. Susan Roof advised she would also like to attend the orientation. Claudia Gibson advised it would be approximately 2 hours and she would schedule by email to the new members and Susan Roof in the near future.

Claudia Gibson advised the Board she has set her retirement date as March 31, 2016.

With no further business Susan Roof made a motion to adjourn, Ragin Hause seconded and all were in favor.

Respectfully submitted,

Susan Roof, Secretary
(By Vicki Adkison)