

## Madison County Library Board of Trustees, Minutes

April 13, 2023

**Board Members Present:** Amelia Ross, Chair; Katie Morris, Treasurer; Teri Drake-Floyd, Secretary; Peggy Terrell, Vice-Chair; Sara Bird; Ann Davis; Linda Pitts. Absent: Heather Hanley.

**Library Staff Present:** Valerie Bell; Toby Mayfield; Aleta Mendenhall-Turner

Teri Drake-Floyd presented the previous meeting's minutes. Motion to approve February 6 minutes by Peggy, seconded by Ann. Motion approved.

Motion to approve budget by Teri, seconded by Katie. Motion approved.

Amelia presented the **Chair Report**. Some highlights included past events such as the Hotdog Day at the Capital and New Board Member training in February; the implementation of library-focused column for MCJ in March; and National Library week (April 23-29). Board members were reminded that there is an ongoing anonymous Qualtrics survey for concerns and/or agenda items. The Chair Report also included goals for the future, including salary analysis and increase; reducing fines and fees; compliance with all GA Public Library Standards; and a complete Board of Trustees (as of time of writing, there is still one vacancy on the BOT).

Aleta presented the **Branch Manager's Report**. In the report, Aleta stated that the gutters needed to be cleaned, as they were causing backup and flooding. The board discussed the best way to handle this task, as the county would not be responsible. Aleta advised that Inclusive Book and Computer Clubs are growing and mentioned several successful clubs including a visit with Mo-the-therapy-dog. Aleta stated that library employee Hannah Wolff had resumed a program to share donated paperback books with the Madison County Jail. Aleta also detailed how on March 24, students, along with an interpreter for the deaf, attended a Job Shadowing Day sponsored by the Madison County Chamber of Commerce.

**Valerie presented her Report**. Highlights include the HOOPLA streaming service, which patrons would soon be able to access; all Hearing Loops finally being in place (with some tweaks still ongoing); and a \$2,000 grant from Georgia Public Library Service to promote literacy and story time. Val also stated that the AUP for FY22 had been completed, and that Clark Outsourcing had been working hard to reconcile entries from Blackbaud to MIP, with a target date to have this reconciled by the end of the fiscal year.

**Toby presented her Report**. Highlights include ongoing branch manager meeting and training sessions; her work with the City of Danielsville to pinpoint the cause of an abnormally high water bill (a massive leak was discovered and repaired); attendance at the Southeastern Collaborative Conference in March; coordination with Madison County Library and others on the Coordinated Listen Everywhere training sessions (for the hearing loops).

The **3<sup>rd</sup> Quarter Report** was presented. A discrepancy with the phone bill was discussed, and Val advised she was checking on this. Aleta and Katie suggested that internet hot spots (at \$21 per month for one week) might contribute to the higher bill, but are a valuable resource and therefore necessary expense.

Val advised that the budget page may look different in the future, as employee Mamie is replaced.

It was discussed that the amended budget to present to the Board of Commissioners would be due in July, and any requests should be presented then.

Katie advised that Fines & Fees had been reduced by 20%. Board discussed possibility of asking BOC to eliminate fines and fees altogether.

The **Building and Grounds Report** was given by Ann. She advised that the dedication and reception for the Jennie Ruth Echols Memorial Garden would take place on April 30<sup>th</sup> at 3:00 p.m. She discussed further details about the dedication, including invitation design, plaque, public speakers, and so on. Board members were encouraged to volunteer to help and sign up to bring refreshments.

**Friends of the Library Report:** Report was given by Ann, who advised that proceeds from the FOL Spring Book Sale totaled \$2,841.00. There were several boxes of books leftover from the Spring Book Sale that were donated to the new private library in Colbert (in previous years they were donated to Goodwill). The Board discussed what to do with these books in future. Ann stated that the next FOL General Meeting would take place on Sunday, April 23; this meeting would recognize the Young Georgia Authors recipients as well as library volunteers with over 50 hours. Ann advised that two checks, one from FOL for \$169, and an individual donation of \$100 were received for the cost of the Jennie Ruth Echols memorial plaque. She also advised that the Membership Drive ended on March 31<sup>st</sup>, and that those who had not rejoined would be contacted.

**Finance:** Katie presented the Finance Report. She advised that the current rate of return on the CD is 3.75%, with a current balance of \$ 21,715.64. The year-to-date interest is \$110.00. The maturity date is November 25<sup>th</sup>, 2023.

Staff salaries were discussed. Amelia advised that salary survey data had been emailed. The BOT discussed room for improvement with salary rates, with a goal to extend salary increases to seven library staff members. Amelia suggested drafting a step-by-step plan to get employees up to a minimum highest wage, to present to the Board of Commissioners (ideally at least \$12.98).

The Board discussed the possibility of extending bylaws to allow for more representation of trustees, as well as to generate more funds for staff salaries, and other library needs. The board discussed how to determine who would qualify and how to recruit, etc.

**Miscellaneous Business:** Motion to approve the Constitution and Bylaws as-is by Linda, seconded by Teri.

After confirming the next Board of Trustees Meeting for July 13, 2023, a **Motion to Adjourn** was submitted by Peggy Terrell, Vice-Chair, at 6:14 p.m. and seconded by Linda. Motion passed; meeting dismissed.

**Respectfully submitted by Teri Drake-Floyd, Secretary**