

Draft Minutes
MOUNTAIN REGIONAL LIBRARY SYSTEM
Board of Trustees Meeting
Towns County Public Library, Hiawassee, Georgia
Wednesday, November 4, 2015, 1:00 p.m.

I. Call to Order and Welcome - Ron Bolin, Chair

Ron Bolin called the meeting to order and welcomed everyone. Members present were Ernie Seckinger (phone), Joan Crothers, Gordon Riddoch, Nick Wemberly, Paula Whitehead, Ron Bolin, and Ed Reed.. Staff present were Vince Stone, Dyana Costello-Banks, Sandi Vaughn, and Debbie Phillips.

II. Minutes - August 2105 Meeting and Called Meeting

The minutes were sent to the board prior to the meeting. Susie Brendle requested an addition to the August minutes for the Union County Branch to reflect total attendance of 146,025 and total circulation of 174, 636 for the fiscal year ending June 30, 2015. There were no other corrections or additions. Gordon Riddoch moved that the minutes be approved as corrected and Paula Whitehead seconded the motion. The minutes were approved.

III. 1st Quarter Financial Report

Vince Stone, Regional Director, presented the financial report for the system, noting that the revenue deficits will be made up in January, when Union County's funds are amended to the budget. Total budget for the fiscal year is \$1,011,330.00. Funds received to date \$269,443.43. Funds remaining in the budget were \$741,886.57. Paula Whitehead moved that the report be approved and Joan Crothers seconded the motion. The report was approved as presented.

IV. Branch Library and Headquarters Reports

A. Towns County Public Library - Branch Manager Debbie Phillips reported that Circulation in the First Quarter was 9,024 while attendance was 10,690 an increase of 39%. After a successful Vacation Reading program a pizza party was held at the public beach. The library hosted the Chamber of Commerce Business After Hours. the Off the Shelf Book Club, the GA Mountain Research and Development Mobile Job Unit and a special tour for a local Boy Scout Group. Dyana Costello-Banks taught classes in basic computer skills, Mango language, GADD and Galileo during the quarter. The library also hosted Dixie Hadley and her 1956 Chevy for a book signing. Future events will include Mike Grimes' book binding clinic on October 26, a book character pumpkin carving contest from October 19 - 27, the one year anniversary of the completion of the library renovation on October 20 and Sandy Wood's retirement will be effective November 30.

B. Fannin County Public Library - No report. Clare Barton, Branch Manager was unable to attend due to a staffing shortage

C. Union County Public Library - Susie Brendle, Branch Manager, was unable to attend due to illness. Vince Stone reported that total circulation Total circulation for 1st quarter FY2016 was 47,095. Total Attendance was 38,848. The branch began receiving SPLOST reimbursements in August for books and library equipment and will have \$11,200.00 to spend by the end of December. Next calendar year it will receive \$16,000.00 to spend for 2016. Mike Grimes and his Bible/Book Clinic

will be returning on November 9th from 12:30 – 4 pm. He's been very successful restoring and binding patron's books. UCPL trustee Doris Durbin will be having a book signing for her second book Captain Seeks the Lost on November 10th at 3:30. Like some of the other branch libraries, The Hampstead Stage Company will be returning again this December. They will be performing *The Lion, The Witch and The Wardrobe* at UCPL on December 3rd at 3:00 pm.

D. Mountain Regional Public Library - Branch Manager, Sandi Vaughn reported that total circulation for the quarter was 11,331 while total attendance was 9,279. The Friends of the Library raised \$7,000 from its bake and book sale and are looking at other fund raising projects. The branch continues to devote much time and effort in preparing for the upcoming move in preparation for the facility renovation project.

IV. Director's Update and Summary - Regional Director, Vince Stone, reported that the new personnel manual is 85% complete. The region will begin a pilot project for credit card processing using the Square reader at the Towns County Branch in December. The Mountain Regional Branch project has been funded with a redirection of funds from projects not ready to begin. This averts the delay for the selling of bonds later in 2016, which would have pushed the project's beginning into late 2016. Kevin Hamby is preparing the project RFP to be ready by Nov 13. As a result, the hiring of a contractor may be possible by the end of Dec. Flood Brothers will be moving the books to the temporary facility at the old EMC building. The branch will be closed for the move between December 11 and January 4. Dyana Costello-Banks gave the board an overview of the new GLASS equipment that will now be available in the region to assist persons with sight and hearing disabilities.

V. Old Business - There was no old business

VI. New Business

A. Possible Adoption of SecureGive for online giving (One year trial) - Vince Stone discussed the use of SecureGive as the vehicle for receiving online donations through the regional website. The cost would be \$49/month. Concern was expressed about the cost as well as whether the donations would prove to be enough to be worth the monthly expenditure. Since there is no cost for PayPal it was decided to use it for a trial run to determine the effectiveness of the program before committing to an expenditure of funds.

B. Possible formation of an MRLS Foundation for charitable giving - Vince Stone discussed the formation of a foundation as a fundraising vehicle for the region. The discussion centered around the difficulties and expenses of setting up such a foundation, and as a result the board decided to do further research and re-visit this issue at a later date.

C. Deposit Policy Recommendation for High Value Books - Due to the high value of some of the books made available to the public the recommendation was made to adopt a policy requiring a cash deposit on such books that have a potential for theft based on circulation history. Branch managers would determine the amount and the books which would be subject to the deposit. Patrons who cannot afford the deposit would be restricted to using the book at the library. Deposits would be returned to the patron upon return of the book. After discussion Nick Wemberly moved that the policy be adopted and Gordon Riddoch seconded the motion. The motion passed. (Adopted policy attached)

D. Records Retention Policy Recommendation - Due to the space required to store library card applications, it was proposed that a policy be adopted for the proper retention of those records. It was proposed that the Region follow the Local Government Records Retention Schedules for Paper and Electronic Records as set forth by the GA Secretary of State's Division of Archives and History

which states that "Upon verification of data entry, Date Input Forms shall be destroyed." Therefore, library card applications will be considered data input forms. However, if space is available, the branch manager has the discretion to continue to retain the hard copies of the records, provided secure storage is available. After discussion Gordon Riddoch moved that the policy be adopted and Paula Whitehead seconded the motion. The motion passed. (Adopted policy attached)

E. Branch Manager Evaluations - Chairman Bolin reminded the board that Branch Manager evaluations will be performed in May and that local boards will be involved in that process.

Next Meeting - Wednesday, February 3, 2016, 10 a.m. Fannin County Public Library, Blue Ridge.

VI. Adjournment - There being no further business, Chairman Bolin entertained a motion for adjournment. Joan Crothers moved that the meeting be adjourned and Paula Whitehead seconded the motion which passed.