



**MINUTES  
MOUNTAIN REGIONAL LIBRARY SYSTEM  
BOARD OF TRUSTEES MEETING**

**University of North Georgia Campus, Blue Ridge, Georgia  
Wednesday, February 3, 2016, 10:00 a.m.**

**I. Call to Order & Welcome – Ron Bolin, Chair**

Ron Bolin called the meeting to order and welcomed everyone to the meeting. Members present were Gordon Riddoch, Susan Sinram, Joan Crothers, Paula Whitehead, Karen Harper, and Ernie Seckinger. Staff present were Vince Stone, Clare Barton, Sandi Vaughn, Dyana Costello-Banks, and Debbie Phillips (by phone). Members of the press present Brianne Collar and Marcie Watson.

**II. Minutes – November, 2015 Meeting**

The minutes of the November 4, 2015 meeting were emailed prior to the meeting to Board Members. The motion was made to suspend the reading of the minutes and to accept the minutes, motion was made by Joan Crothers and Gordon Riddoch seconded a motion to approve the minutes. The motion passed.

**III. 2nd Quarter Financial Report—Vince Stone, Director**

Copies of the Regional Financial Report were distributed and reviewed by Director, Vince Stone. Funding from the various government agencies supporting MRLS has started with the new fiscal year and it has been reflected in the balance.

After review Susan Sinram made and Paula Whitehead seconded a motion to approve the report. The motion passed unanimously.

**IV. Branch Library and Headquarters Reports**

**A. Towns County Public Library**

Attendance 6,946; circulation 8,069. The quarter ended with \$2,449.40 in the bank. Debbie offered to email the local report to anyone who requests the information.

**B. Fannin County Public Library**

Attendance 10,372; circulation 16,706. The quarter ended with \$4,413.55 in the bank, this however does not reflect the Friends of the Library donation of over \$4,000 for materials. Clare has been participating in the monthly department head meetings since October. The Fannin County Board of Commissioners voted in December to fully fund the library. The

Fannin County Public Library Board passed a resolution to officially ask the funding agencies that the library be on the SPLOST ballot in November with an eye toward a stand-alone library.

### **C. Union County Public Library**

Attendance 31,315; circulation 38,647. The quarter ended with \$13,112.55 in the bank. There has been a substantial increase in wireless users, this is partly due to the new wireless routers which were purchased with SPLOST money and Curtis has installed in the last year. SPLOST help purchase \$5,790.65 worth of books and \$5,409.35 worth of furniture, equipment and supplies with SPLOST 2015, by using the SPLOST money the library has had to make fewer requests to the FOUCL.

UCPL has recently had staff shortages due to illness in the last quarter. Barry Massey resigned to illness. Carol Hartnett was on extended medical leave with her ill husband who passed away in early January, but will start back next week. Wendy Engleman had to reduce her hours to care for her seriously ill daughter. Isabel King, who was the summer temp worker, started working in January to help cover hours. Other employees are also taking on some of the hours.

Finally, the Lego Club started back last Wednesday and will be held the last Wednesday of each month until the start of SRP. The Summer Reading Program planning is currently underway and will be completed by mid-month.

### **D. Mountain Regional Library**

Sandi gave an update about the move from MRL to the temporary location. She provided stats but explained the numbers are low due to the closing dates required for the relocation efforts.

### **E. Director's Update & Summary**

Vince gave an update about MRL move to the temporary location and noted 95% of the collection is accessible at this time and the shelves are being shelf read.

Vince spoke about the new Employee Manual, which was created with the help of the branch managers and Lynn. The Employee Manual was highlighted at Staff Day, which was Friday, January 15.

Credit Card Processing is now available at MRLS, with each branches start date being slightly different based on staff training. Debbie, noted she has used Square every day. Square will allow patrons to pay for fines, donations and payments with their credit card, as long as the total is above \$5.00 and a convenience charge is added to the total.

Vince attended State Capital Library Day where directors and GPLS staff from across the state joined to serve lunch to legislators and staff. This was a great PR opportunity for libraries in our efforts to restore materials funding to the state budget.

Last month, Vince started making plans to organize and launch the Mountain Regional Puppet Company. This group will perform shows throughout the region at all of our branches and eventually will try to get this group to perform in the local schools. The group will be headed by Vince and will consist of volunteers from the regional headquarters. The first show is scheduled to be performed in conjunction with the Summer Reading Program. The goal of this program is get kids excited about literacy and the library.

State Funding for MRL is online and the library has already begun receiving reimbursements for the expense occurred so far for the renovation.

The MRL renovation project is underway, the move to the temporary location has been completed. The requested blue prints from the architect are available. There has been only one change since the overall plan was reviewed by the building committee last summer. The staff breakroom was relocated, within the existing building.

The GPLS state auditor will be working at MRL during February 11 and 12. The audit occurs once a year and MRLS has always been in compliance with these audits. There are no anticipated problems but there have been some changes in the amount of information the state auditor requires as compared to years past. The Business Manager and Vince have been working to compile the requested information.

Request for Proposals for constructions have been received and are in the hands of a Building Subcommittee for scoring and evaluation. A meeting is scheduled for February 10 at 10:00 am to discuss these proposals. Pricing proposals are still sealed and will not be opened until this meeting. The goal is to award a contractor before the month's end.

The new website for MRLS is completed and is ready to go live. The website was viewed and the launch was scheduled for the following Monday, February 8.

Ernie Seckinger suggested donations being accepted by only the Friends of the Library rather than to the library itself. He also voiced concern about MRLS overdoing it with policies and questioned the need to have all of them posted for the public to see on the website. Branch manager Clare

Barton countered that the public really needs to see them to avoid problems before they happen.

## **V. Old Business**

### **A. Vote for official adoption of the new 2016 MRLS Employee Manual**

The motion was made and seconded to accept the new 2016 MRLS Employee Manual. The motion passed.

Ernie Seckinger voiced his opinion about the new MRLS Employee Manual being unnecessarily large and detailed for a library system our size. His opinion was countered by Ron Bolin who spoke in favor of the new manual as well as Clare Barton, branch manager at Fannin, who also spoke in favor of the new manual and the need for so much detail.

## **VI. New Business**

### **A. “Service Animals Policy” recommendation**

After the reading of the policy recommendation, a short discussion occurred concerning clarification of asking about the service animal versus asking about a person’s disability.

The motion was made to accept the “Service Animal Policy” recommendation, motion was made by Susan Sinram and Joan Crothers seconded a motion to approve the minutes. The motion passed.

### **B. “Fixed Asset Policy” recommendation**

The motion was made to accept the proposed “Fixed Asset Policy” recommendation, motion was made by Gordon Riddoch and Paula Whitehead seconded a motion to approve the minutes. The motion passed.

### **C. New Hires**

Isabella King was hired at UCPL and Maria Thomas was hired at TCPL.

### **D. Overview of Final Architectural Drawings for Renovation of MRL**

Ernie Seckinger voiced concern about the limited number of meetings he had seen called to review plans for the new renovation. Stone countered that most of those meetings took place during the 2-year planning phase prior to his arrival. He showed a drawing approved by the Building Committee and compared it to the latest version. Only minor detail changes were made to the original committee approved designs such as relocating a break area and moving a doorway to the children’s entrance.

## **VII. Public Comments**