

# Ida Hilton Public Library

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*Mrs. Rosa King, Library Manager*

## **Regular board meeting, Frances Haynes Room, Thursday, October 22, 2009**

### **Present:**

Shirley Johnson, Chair; Cassandra Noble, Vice-Chair; Maggie Toussaint, Secretary; John Swingle, Treasurer; Carolyn Smith, Diane Richardson, Ruth McIntosh, Craig Brooks. Also present was Lee Moon from Three Rivers Regional Library, Rosa King (Library Manager) and seven community members. Board member Aimee Gaddis was absent.

### **CALL TO ORDER**

The meeting was called to order at 4:36 p.m. A quorum was present.

Cassandra Noble made a motion to approve the agenda, which was seconded by Carolyn Smith. The motion passed unanimously.

### **SECRETARY'S REPORT**

Maggie Toussaint presented minutes from the July 23 regular meeting, one called meeting on September 23, and two executive board meetings (September 23 and October 6). The minutes were previously provided electronically to members of the board. Ruth McIntosh stated that she is unable to access the electronic documents. Print copies of these 4 sets of minutes were provided to her today, and a note was made that in the future, Rosa King will print and mail minutes and library documents to Ruth McIntosh. John Swingle made the motion to approve all 4 sets of minutes, which was seconded by Diane Richardson. The motion passed unanimously.

### **TREASURER'S REPORT**

Treasurer John Swingle handed out two spreadsheets. One sheet listed spending to date. We are meeting our expenses. The other spreadsheet showed the budget passed by the board earlier this calendar year, a budget based on receiving increased funding. Our funding sources did not increase their financial payments. John proposed that we adopt an amended budget, one that reflects our actual income. The amended budget was reviewed by the board. It was noted that expenses were \$800 more than income. An adjustment was made in payroll, decreasing \$800 from that category to balance the budget, which has \$86,000 in income and expenses. John Swingle made a motion to accept the amended budget which was seconded by Maggie Toussaint. Ruth McIntosh opposed the motion; the remaining seven board members approved, which was a quorum.

### **LIBRARY MANAGER'S REPORT**

A short summation of some topic areas in Rosa King's report is presented here. For more depth, see her report.

- The security system is working well.
- The library grounds and the building are being cared for adequately.
- Light bulbs need to be changed frequently and some sections of lights repeatedly go out at the same time. A motion was made by Diane Richardson and seconded by Cassandra Noble to have an electrician in to address the problem. The motion carried.
- The children's program began on Oct 21 and is well attended.
- Edgar Allen Poe was a topic of the book discussion/movie club.
- The McBees will replace broken/malfunctioning items in the ladies bathroom.
- The library will use more Coastal Workforce Services youth volunteers beginning in January.
- The library received \$400 from Golden Isles Arts and Humanities to be used for poetry.
- Computer usage and patronage of the library are up from last quarter.

Maggie Toussaint called for approval of the manager's report. The motion was seconded by Carolyn Smith and unanimously approved by the board.

### **REPORT OF THE THREE RIVERS REPRESENTATIVE**

Lee Moon of the Three Rivers Regional Library gave the TRRL report.

- Wiki training is available for trustees. This is a private website with board-related files available to library trustees. Due to schedule constraints for many board members today, it was decided to delay Wiki training. It was suggested that board members come 15 minutes early to our next regularly scheduled meeting on January 28 to receive the training.
- Since a collection agency began handling fines for Brunswick's library, overdue materials and fines have been coming in.
- A download of audio books are available to PINES users. These books are free but they are in a shared database with users throughout the state.
- Linda Kean of Pennsylvania will join the TRRL staff in January as the new Director.

### **UNFINISHED BUSINESS**

Library hours were discussed with an eye toward incorporating evening hours. A survey conducted from August 1 through September 30 reflected that peak usage occurs between 10 a.m. and 2 p.m. with fewer visits later in the day. It was pointed out that this survey spanned the summer instead of a regular school year pattern of visits. It was decided to continue surveying the population, adding a survey component where the Library Manager and the Chair will work cooperatively to send a notice over to the schools and to local access cable television for input on the proposed change of moving back hours on Tuesday from noon to 8 p.m. and cutting one hour from Thursday, closing on that weekday at 5 p.m. The board will vote on adjusting hours at the next regularly scheduled meeting in January.

The affirmation form approved by the board in March was brought back out for another look. The title was changed to Acknowledgement Form. It will be added to the personnel section of our policies and procedures.

The Brunswick Library has drafted a new personnel policy which is more extensive than ours. Maggie Toussaint asked if the board would consider reviewing this policy with an eye toward

replacing our II.B. policy with this one. Electronic files of the two policies will be emailed to all staff members. In addition, Rosa King will make copies and mail them to Ruth McIntosh. The Board will discuss adopting this draft policy in January.

### **NEW BUSINESS**

Board member Aimee Gaddis mailed in a letter of resignation, effective October 22, 2009. The board thanks Aimee for her service. A letter will be sent to the city notifying them of the vacancy and asking them to fill it. Aimee's term would have ended on June 30, 2009.

### **EXECUTIVE SESSION**

John Swingle made a motion to go into executive session at 5:45 p.m. to discuss a personnel matter. The motion was seconded by Cassandra Noble and passed unanimously. Non-Board members were asked to leave the room. The board came out of executive session at 5:52 p.m. following a motion by Maggie Toussaint, seconded by Cassandra Noble.

### **RETURN TO NEW BUSINESS**

The library needs to hire a new full-time clerk. After discussions, it was determined that Chair Shirley Johnson and Library Manager Rosa King would advertise for the position in The Darien News and possibly The Brunswick News. The personnel action will follow all policies and procedures; if not specified in the Ida Hilton Policies and Procedures, guidance will be used from Policies at other Three Rivers Libraries. The deadline for application would be two weeks, but the position would remain open until filled by a qualified candidate. This motion was put forward by John Swingle and seconded by Maggie Toussaint. It carried unanimously.

### **MEETING ADJOURNED**

The meeting adjourned at 5:55 p.m. The next regularly scheduled Board meeting is Thursday, January 28 at 4:30 p.m. Please come 15 minutes early for the Wiki training.