

Hall County Library System Board of Trustees
February 16, 2016
Gainesville Library – 5:00pm
Minutes

Present:

Mark Pettitt, Chair
Andy Henderson
Leslie Jarchow
Leslie Frierson
Amy White
Julie Walls
Raleigh Merchant
Kathy Cooper, Ex-Officio
Rachel Hendrix, Teen Advisory Board

Absent:

Kathy Gailey
Cliff Holloway
Nancy Sulhoff

Others Present:

Lisa MacKinney, Director
Lydia Hahne, Business Manager
Adrienne Junius, Youth Services Director
Kathy Evans, Spout Springs Library Branch Manager
Veronica Gomez, Blackshear Place Library Branch Manager
Donna Peacock, Library Staff Council Representative
Melanie Chandler, Auditor, Bates Carter
BJ Williams, WDUN

Chairman Mark Pettitt called the meeting to order at 5:05pm with a quorum.

The minutes of the October 20, 2015 library meeting were reviewed. Leslie Frierson made a motion to approve the Minutes. Leslie Jarchow seconded the motion. The motion was unanimously approved.

Melanie Chandler, Bates Carter auditor, presented the library's FY2015 audit report. The report was given a clear opinion.

Lisa MacKinney reviewed the January 2016 financial report. Leslie Frierson made a motion to approve the financial report as it was presented. Andy Henderson seconded the motion. The motion was unanimously approved.

Chairman Mark Pettitt entertained a motion to move VIII New Business on the agenda to IV on the agenda. Leslie Jarchow made a motion. Leslie Frierson seconded the motion. The motion was unanimously approved. Lisa MacKinney reviewed the proposed changes to the following policy revisions: Internet Access and Computer Use, Library Patron Registration, Returning Library Materials After Hours, Use of Meeting Rooms, Children Left in Library, Annual Leave, Appropriate Appearance and Dress, Compensatory Time, Family Leave, Leave Benefits, Pay Schedule, Professional and Public Conduct, Retirement Benefits, and Time Sheets. The Board discussed optional wording for the statement "Library employees should be mindful of patron privacy and are strongly discouraged from reiterating specific work related incidents regarding patrons or co-workers on any form of social media"

in the Professional and Public Conduct policy. It was the Board's consensus to change the wording to "Library employees should be mindful of patron privacy and may not reiterate specific work related incidents regarding patrons or co-workers on any form of social media." Andy Henderson made a motion to approve all the proposed policy changes with the amendment in wording in the Professional and Public Conduct policy. Raleigh Merchant seconded the motion. The motion was unanimously approved.

Lisa MacKinney reviewed the Director's Activity Report. She indicated the Circulation statistics have increased from prior year and also the usage of the meetings rooms have increased. She reported that the usage of One-Click Digital is going very well. She reported that she attended a Hall County Commission meeting and also gave presentations to the Hall County department heads and to a SPLOST Citizen's Review Committee. She also attended Public Library Day at the Capitol. She reported that a copy of the Library's annual report was included in the board packet and will also be posted on the library's website.

Lisa MacKinney reported the activities of the Friends of the Library. The Friends' held their quarterly meeting and elected the same officers as the previous year. Delegates from Friends attended Public Library Day at the Capitol. Tickets will soon go on sale for the Friends' Mystery Dinner Theatre.

Lisa MacKinney shared information about revenue and expenditures of the passport program for the period of January 4, 2016 through January 31, 2016. She indicated that the library may get a county vehicle to assist with the daily mileage costs to the post office. She indicated one new 18 hour/week part time staff was hired at Blackshear and two existing part time staff members increased to 28 hours from 18 hours. A *Times* article about the passport program was included in the board packet.

Lisa MacKinney reported that a letter to the Library's Representatives was included in the board packet. The letter expressed thanks for their support of public libraries over the past several years and to propose that a materials grant be included in this year's state budget.

Chairman Mark Pettitt announced the next scheduled board meeting will be held on April 26, 2016 at 5pm, Gainesville Headquarters Library.

With no further business to discuss, Chairman Pettitt entertained a motion to adjourn. Leslie Frierson made a motion. Andy Henderson seconded the motion. The motion unanimously approved. Chairman Mark Pettitt adjourned the meeting at 5:45pm.

Respectfully Submitted,

Mark Pettitt
Library Board Chairman

MP/lh