

McMinn County Library Board

July 25, 2016

The McMinn County Library Board met on Monday, July 25, 2016 in a regular meeting.

In attendance

Members: Lynn Perkinson, Yanira Vasquez, Robin Arms, Tim Womac, Joyce Baker, and Robert Sherwood and Hall Buttram .

Librarians: Lara Crockett, Beth Mercer, Mitzi Osborne

Absent: Gail Anderson, Lois Preece

Chair Lynn Perkinson, presiding, called the meeting to order.

Minutes for May 23, 2016, were distributed. Motion to approve the minutes with correction of next meeting date was made by Robin Arms. Lynn Perkinson seconded.

MOE Reports could not be completed with resignation of Calhoun's financial person.

Library Reports:

New Committee Assignments

Committee on Policies and Procedures: Tim Womac, Robin Arms, Lynn Perkinson

By-Laws: Robert Sherwood, Yarnis Veracruz, Lynn Perkinson

Insurance Review: Hall Buttram, Lois Preece, Perkinson

Development of Evaluation of Library Director: Lynn Perkinson, chair, Tim Womack, Joyce Baker

Motion to change library director's probation period from 1 year to 6 months. Moved by Robert Sherwood

Seconded by: Robin Arms

4 library personnel K. Probation under Policies for the McMinn County Library Board

An evaluation will occur at 6 months and the end of the probationary period with an annual evaluation thereafter. To follow a probationary period of one (1) year.

Motion passed.

Etowah Carnegie Library: Lara Crocket very pleased with summer reading program and positive feedback for on-line registration. Teens also participated in June. Bids were nearly double on the elevator.

E. G. Fisher Public Library: Mitzi Osborne great turn out for programs for summer reading and participation. Hope to continue more programs throughout the year. Fall program: teen video game, coding for girls, First Responder Story Time and Young Adult Diversity Book Discussion.

Ocoee River Regional Library: Beth Mercer provided a list of training opportunities. Indicated significant increase in use of READS in the region. Circulation of MOE

Old Business:

Bylaws tabled

Social Media Policy needs additional work and tabled

Table insurance

New Business:

This board is the Governing Board of E.G. Fisher Library so we needed to look at the budget which is \$7,000 in the hole. Switching a lot of

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purchases to Amazon to reduce shipping. May rebid lawn care service. Plan to take \$45,000 out of Fisher Trust.

Comp time must be at time-and-a-half. Effects reference librarian and children's librarian.

Insurance is with City of Athens. HRA Health Reimbursive Arrangement. Library gives each employee \$2,000

Next Meeting: September 26, 2016

Adjourn

Minutes prepared by Joyce R. Baker

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Motion passed.

McMinn County Library Board
November 28, 2016
Regular Meeting

Attendance: Lynn Perkinson, Tim Womac, Yanira Vasquez, Robin Arms, Lois Preece, Joyce Baker, Robert Shelton

Librarians: Beth Mercer

Meeting was called to order by Chair Lynn Perkinson at 6:00 P.M.

Approval of Minutes for regular meeting, July 25, 2016 moved by Preece, seconded by Arms passed unanimously; Search Committee 1 & 2 and Called Meetings 1 moved Preece second Perkinson passed unanimously after spelling corrections (Tim to Time and Yanira

No monthly reports. Our best wishes to Lara Crockett after an emergency appendectomy
MOE report distributed by Beth Mercer. Still working with Calhoun regarding appropriations.

Library Reports

Etowah Carnegie Public Library report provided by Robin Arms. The elevator is too expensive so the plan now is an inside lift which is presently out for bid. Outreach story times have been established for Kindergarten classes at Etowah. Mt View Fall Festival was a success and a Kindle Fire giveaway sponsored by the Friends. Bathroom renovations are scheduled to begin this week.

Lois Preece reported that Niota Public Library offers diabetes classes and their FOL had a lighting of memorial tree.

Ocoee Regional Library report by Beth Mercer. Statistics for R.E.A.D.S. were provided. New web site means a new web design and loss of magazines access.

E-rate is used by Niota and EGFPL and is a reimbursement program with 2017-2018 under consideration.

Beth Mercer: Tech Grants were received by EGFPL, Englewood, ECL, Niota
Library for Blind and Physical Handicapped 46 participants in McMinn, free, about 736 eligible in county
Youth services staff are being brought together through 2-hr sharing sessions on Dec. 5
EGFPL having problems with comp. time. Robert Sherwood was asked to get the By-Laws Committee together.

P&L Budget vs. Actual was distributed. The permanent endowment fund cannot be counted as income.

Chair Perkinson said that although we are in the red on the P&L, we are in the black with the lack of salary for a director. Furthermore, with retirements in Dec. and next summer; the work distribution of the full time and part time individuals needs to be realigned. Beth Mercer indicated that we need additional public support and the board must work on that.

New Business:

Need to get the Policy Committee organized.

Maintenance issues: concerns for lighting at the rear of library

AC repair needed; last bid \$30,000

WiFi has been pulled back from the community room and loitering has decreased. The library staff has been afraid to go to the back parking lot.

EGFPL will take bids from 3 electricians to change outdoor lighting and then have a called meeting to approve.

Motion to purchase a sign regarding "employees and deliveries only" for the back parking lot was moved by Tim Womac and seconded by Robin Arms. Motion passed unanimously.

Motion to seek 3 bids for purchase and installation of lights was moved by Tim Womac and seconded by Joyce Baker. Motion passed unanimously.

Joyce Baker moved a motion to place a no loitering sign near trailer. Yanira seconded the motion which passed unanimously.

E.G. Fisher Public Library 2017 Calendar New Year holiday. Motion to set the holiday as Sat, Sun, Mon. was moved by Lois Preece, seconded by Robert Shelton and passed unanimously.

Maintenance issue: keys. Time to rekey doors after 20 years. Motion to seek bids for rekeying outside doors with strict key control policy implemented. Robert Shelton so moved, seconded by Lois Preece and passed unanimously.

Lynn Perkinson has surgery on Nov. 29 and asked that Charlie Senn be the "go-to" person on library activities. Board agreed.

Beth Mercer distributed a letter regarding hiring a library director.

Robin Arms moved the meeting adjourned. Motion seconded by Lois Preece and passed unanimo

Next meeting January 23, 2016

McMinn County Library Board
March 26, 2017
Regular meeting

Attendance: Lynn Perkinson, Tim Womac, Robin Arms, Joyce Baker, Robert Sherwood, Lois Preece, Yanira Velaquez, and Beth Mercer

Call to Order by Chair Lynn Perkinson at 6:00 p.m.

Approval of Minutes: Robert Sherwood moved to approve January minutes and seconded by Lois Preece. Motion passed unanimously.

Chair Perkinson announced that Wanda Worley has been approved by the McMinn County Commission as a board member until June 2019.

Once again not all libraries submitted materials in time for a bimonthly report.

Library reports:

Etowah Carnegie reported by Robin Arms: Lift construction has begun with anticipated completion in May. Accepting applications for part-time children's librarian until end of March.

Niota: Lois Preece reported that there are programs in computing and Cherokee Culture. Spanish Club is resuming. There are plans for solar eclipse class in August.

EGFPL reported by Lynn Perkinson. The Library Director search has reopened. There are about 17 applicants thus far. Deadline for submission is April 7. One part-time employee leaving at the end of April. Mitzi O. is not leaving as originally announced.

Denso is working with the library for the Denso mothers and babies to get to come to story time. The Black History Month activities were well attended.

Beth Mercer reported for the Ocoee Regional Library. Information distributed regarding training programs for library directors and technicians. She encouraged attendance at Emergency/Disaster Training.

Old Business:

Bylaws Committee: Robert Sherwood distributed a draft of McMINN COUNTY LIBRARY BOARD BYLAWS as developed by the ByLaws Committee. Robert suggested that these be reviewed at our convenience and addressed for the next meeting. Motion moved by Lois Preece that the bylaws be placed on May's adjacent, seconded by Yanira Velaquez. Motion passed unanimously

Policy Committees: Reported by Tim Womac that policy changes are not ready.

Standards: Use the standards as a guide for improving the library. Each rep. is requested to meet with their respective librarian and choose 2-3 standard for a concerted effort.

New Business

Appointment of Nominating Committee: Lynn Perkinson, Lois Preece, Yanira Velaquez and Wanda Worley asked to serve on the nominating committee. Report is due May 22.

Budget: Looking at Profit and Loss Budget vs. Actual Spending has been reduced at EGFPL to offset the draw from the permanent endowment fund. The library now has two shifts of workers at the front desk. The computers have been moved so they can be viewed from the circulation desk, particularly for Saturdays.

Lynn and Lois met with Jason Llewellyn to discuss possible budget changes. He suggested that we cut back on books and consider not having a full-time bookkeeper. Board members asked to review the budget for May's meeting. We also discussed what needs to be done to get the county commission to recognize the needs of the libraries.

Committee for Advocacy campaign of county commission. Board Members to discuss with their respectful librarians a concerted effort to inform county commission of library activities and needs. A postcard campaign is a possibility.

EGFPL Investments: So far there has been no drawn down on the permanently endowment fund. There is concern that there are no minutes from MCLB designating the use or disbursement of those funds.

Robert Sherwood moved that the McMinn County Library Board will authorize expenditures from the EG Fisher Permanent Endowment Fund and the motion is seconded by Tim Womac. Motion passed unanimously.

Joyce Baker moved that the McMinn County Library Board approves the solicitation of 3 bids for the AC. Motion was seconded by Robert Sherwood and passed unanimously. The board will make a final decision after reviewing the bids.

The entire board agreed that there is a moratorium on spending. All purchases must be approved by Lynn Perkinson and Robert Sherwood. Yanira Velaquez made a motion to this effect and it was seconded by Robin Arms and passed unanimously. In the discussion mention was made specifically that credit card charges or other charges must have prior approval.

Audit Report: Board Members are to read the report and it will be discussed in May.

Part Time Employment Options: TCRS is not affordable for our budget. Discussion moved to May.

Insurance Review was moved to May

Maintenance of E.G. Fisher Public Library: see above regarding air conditioner and moratorium

Set 2017 Calendar: Robert Sherwood moved that we approve the holidays through 2017. Seconded by Lois Preece. MCLB approved the motion unanimously. The rest of the calendar will be set by the new director and brought to the board.

Fundraising: Partnership with industry for direct payment to EGFPL. Author's conference to bring in known authors may be an appropriate fundraising activity.

Robin Arms moved for adjournment and accompanying second by Lois Preece were heard. The meeting was adjourned at 8:32 p.m.

Respectfully submitted for approval

May 22, 2017

Joyce R. Baker

Secretary

McMinn County Library Board
May 22, 2017

Agenda

Call to Order

Approval of Minutes

Bimonthly and MOE Reports

Library Reports

Calhoun Public Library

E.G. Fisher Public Library

Englewood Public Library

Etowah Carnegie Public Library

Niota Public Library

Ocoee River Regional

Old Business

Bylaws

Policies

Audit Contract

Insurance Review

New Business

Full Time Position

Nomination of Officers

Search Committee Recommendation

Budget

Comments

Adjourn

Next Meeting: July 24, 2017

McMinn County Library Board

Wednesday, May 10, 2017

A Called Meeting of the McMinn County Library Board was held on Wednesday, May 10, 2017 at 6:00 P.M. in the Varnadow Community Room of the E.G. Fisher Public Library.

Attendance: Lynn Perkinson, Robert Sherwood, Lois Preece, Wanda Worley, Robin Arms, Tim Womac

A quorum was met.

Chairman Lynn Perkinson called the meeting to order.

New Business

Robert Sherwood moved the budget of E.G. Fisher Public Library be amended with the transfer of \$400.00 from line item 61250 (postage) and \$1,600 from line item 61300 (maintenance) to line item 61320 (supplies).

Lois Preece provided a second. The motion was unanimously approved following debate.

Motion to adjourn was made by Robert Sherwood. Robin Arms provided a second. The motion was unanimously approved without debate.

Respectfully submitted,

Lynn S. Perkinson

Chair, MCLB

McMinn County Library Board

Wednesday, May 10, 2017

A Called Meeting of the McMinn County Library Board was held on Wednesday, May 10, 2017 at 6:20 P.M. in the Varnadow Community Room of the E.G. Fisher Public Library.

Attendance: Lynn Perkinson, Robert Sherwood, Lois Preece, Wanda Worley, Robin Arms, Tim Womac

A quorum was met.

Chairman Lynn Perkinson called the meeting to order.

New Business

Robin Arms moved E.G. Fisher Public Library remain with Comcast.

Lois Preece provided a second. The motion was unanimously approved following debate.

Motion to adjourn was made by Lynn Perkinson. Robert Sherwood provided a second. The motion was unanimously approved without debate.

Respectfully submitted,

Lynn S. Perkinson

Chair, MCLB

McMinn County Library Board

Wednesday, May 10, 2017

A Called Meeting of the McMinn County Library Board was held on Wednesday, May 10, 2017 at 6:40 P.M. in the Varnadow Community Room of the E.G. Fisher Public Library.

Attendance: Lynn Perkinson, Robert Sherwood, Lois Preece, Wanda Worley, Robin Arms, Tim Womac

A quorum was met.

Chairman Lynn Perkinson called the meeting to order.

New Business

Robert Sherwood moved to accept the resignation of Mitzi Osborne with a request of the addition of her signature and her final day on the job be completed at the close of business on May 11, 2017 and all personal items be removed from EGFP by close of business on May 12, 2017 with payment of salary to continue through May 22, 2017.

Tim Womac provided a second. The motion was unanimously approved following debate.

Robert Sherwood moved job responsibilities for Circulation, ILL, Purchasing, and Reference be shared by Jeri Hill and Nina Centeno with Nina Centeno moving into the full time position.

Wanda Worley provided a second. The motion was unanimously approved following debate.

Motion to adjourn was made by Lois Preece. Robin Arms provided a second. The motion was unanimously approved without debate.

Respectfully submitted,

Lynn S. Perkinson

Chair, MCLB

Medical Insurance

City of Athens

May 22, 2017

*City of Athens will not have new/updated medical insurance plan until June, 2017

*Renew/open enrollment is at the end of June

*New Director/Full Time employee: not available to them until first of the month after 60 days of employment in full time position

*Get paperwork to sign up to our employees approximately 3 weeks (or 1 month) before reaching the 60th day

*MO covered until 5/31/17

*Library pays premium and HRA (Health Reimbursement): if deductible is \$2500 EGFPL pays \$1000

*Vision/dental plans may be taken but employee must pay their own premium to EGFPL the City bills EGFPL check on time for eligibility: may be only 30 days then the first of the next month

