McIver's Grant Public Library Board of Trustees Meeting Minutes

Date: Thursday, August 17, 2017

Time:

Those present: Damaris Cook, Penny Hearn Law, John Tucker, Tommy Allmon, Don Crews, Emma Fields,

Lee Weakley, Porter Ryland (Foundation), Marlow Peters( Obion River Asst Regional Director), Sylvia Palmer (Regional Board member), Regina Patterson (McIver's Director)

L. Weakley called meeting to order.

Motion to amend June minutes with regard to meeting date/time; specific clarification. Motion to amend and approve minutes by T. Allmon; seconded by P. Law. The motion passed.

Regional Librarian's Report

-Standards for technology: Presentation equipment (R. Patterson has received bid (CDWG) for equipment (3 components) and installation; project slated for completion by end of calendar year)

-changes to TCA public Library laws reviewed (Term limit review)

-'mage evaluation upcoming

-Public Library management institute Nov 5-10 (Discussed library Director training opportunity)

-Trustee Workshop September 21st; agenda presented; Trustees can give registration form to M. Peters; also Trustees will receive registration form and agenda by mail

-READS stats reviewed; McIver's Highest READS library July 2017!

-reviewed upcoming dates

Old Business

-Lawsuit update- September 27th court date; L. Weakley will attend; D. Crews and/or P. Ryland also

-Joe Emery retired from Trustee Board.

-Remove joe Emery from Rental shelf, Foundation and General account.

-Remove Joe Emery from the checking account signature card. Add John Tucker to signature card.

-Safe deposit box to be opened; first must remove Dara Gonzales and Sharon Simpson as signers. Add Lara Freidhof. Add Regina Patterson.

-Box will need to be drilled to be opened as no existing key can be located; fee $175 waived per John Tucker (Thank you John!)

Committee Reports

-J. Tucker appointed to Finance Committee

-E. Fields appointed to Policy Committee

-P. Garner appointed to Special Projects Committee

Special Projects (P. Law)

-Donor wall updated 8/14; six new donors; 20 moving upward

-Brick campaign: 4th order pending (46 orders), min order 50

-Art wall-Partnership with Community Cancer Fund; T-shirt contest; artists' submissions will be chosen for t-shirt design to coincide with CCF BBQ October; possible wall art will be T-Shirt art submissions

-Dyer County Relay for Life recognized McIver's as Signature Sponsor (numerous planning meetings were held in Community Room)

Friends of the Library (R. Patterson on behalf of J. Willis) Upcoming Book sale Aug 28-31 (see attached photo for times)

Director's Report (R. Patterson)

City Funding at this time has not been provided (pending); R. Patterson proposed transferring funds from Rental account to General to cover month costs; upon payment from City, replenish Rental.

A motion was made by D. Crews to transfer $30,000 from Rental account to General Fund; replace funds in rental upon City payment. T. Allmon seconded. The motion passed.

-Director's report (monthly statistics) reported (see attached)

-June and July financial reports presented and reviewed; motion to accept both June and July reports presented by P. Law; seconded by L. Weakley; motion passed.

-Several lights are slated for repair; two fixtures require special order bulbs; repair will be scheduled when bulbs are received

-Bid has been received (Lucas Business Solutions) regarding community room table order (2); A motion to purchase two tables for Community Room through Foundation Funds was proposed by P. Ryland; D. Crews seconded. The motion passed.

-AC units are functioning properly after repair and cleaning. Bill pending.

-Thank you FOL for new DVD and audio book shelving. Thank you Emily Coleman for providing manpower for no cost installation

-Pending garden sprinkler system repair

-Bid received for hand rail purchase and installation; awaiting second bid to come in (measurements have been completed). P. Ryland presented motion for R. Patterson to accept best bid for hand rail project. E. Fields seconded. The motion passed.

-E-Rate money was received 8/8 ($1802.32); deposited in Rental account for technology needs. -Part time position posted on DCSS site; T. Warmath is leaving for a FTE at DCSS; Her last day 9/9 -R. Patterson attended Verso training August 7th and 8th; now training staff

-Andrea Gammons (PTE) will be serving as PTE tech working with CJ until Board determines when financially allowable for FTE tech benefit position

-Bid for website management ($75/mo); R. Patterson will pursue.

-Next meeting slated for Thursday, October 19, 2017 at 1:30 PM

Meeting was adjourned.

Respectfully submitted, Damaris F. Cook