

# WEST GEORGIA REGIONAL LIBRARY BOARD

*July 8, 2014*

*10:00 a.m.*

## MINUTES

The West Georgia Regional Library Board met on Tuesday, July 8, 2014 at 10:00 a.m. in the Conference Room of Neva Lomason Memorial Library. Members present were Wood, Bentley, Chance, DeJesus, Henderson, Lawrence, Smith, Scaglione, and Phillips. Members not present were Harrison, Crew, and Rogers. Also present was Director Roni Tewksbury, Business Manager Regina Gray, and Assistant Director Martha Goodson.

Wood called the meeting to order and welcomed everyone. He thanked everyone for allowing him to serve as Chair and thanked everyone for their service on the Board.

Wood asked for approval of the minutes of the May meeting. Chance made a motion that the minutes be approved; DeJesus seconded. Motion carried.

### ***DIRECTOR'S REPORT:***

- 1. Monthly Statistics.** Mrs. Tewksbury reviewed the report of circulation and patron statistics for all libraries in the system for FY 2014. Circulation for May was 130,038, which was a 9% increase over last May and patron count for the month was 83,648, which was a 23% decrease from last May. In June, 164,892 items were circulated, which was an 8% increase over last June and 118,007 patrons visited the libraries which was a 6% decrease from last June. Looking at the full fiscal year, circulation was up by .4% and patron count was down by 10%. Mrs. Tewksbury reminded the Board that all libraries were closed for four to six days in the two months of January and February and that all libraries were closed for Staff Development Day on February 17. This contributed to the decrease in patron visits and a low increase in circulation. In fact, if you took those two months out of the equation, circulation would have increased by 26%. The Board asked that in future FY summaries, that an explanation for any increase or decrease be attached to the statistics report for future reference.
- 2. Director's Calendar.** Mrs. Tewksbury distributed a calendar of library events, meetings, and activities for May through September 2014. She was involved in presenting programs outside the library to promote Summer Reading in May and has done some storytelling programs for children and adults at some of the branches during Summer Reading. Super Saturday Kickoff was held at all libraries except one on Saturday, June 7. Mrs. Tewksbury and Martha Goodson visited 7 of the libraries that day. Events included reptile shows, Ephesus' 5<sup>th</sup> Birthday celebration, carnivals, a ballet, magic shows, airbrush tattoos, and crafts. Almost 4,000 people attended events at the libraries that day. A PINES mini-conference was held at the Carrollton Library on June 18 to 19. Mrs. Tewksbury will be

involved in meetings as part of the Selection Committee for the new Deputy State Librarian.

- 3. Branch Activities and Friends Activities.** Mrs. Goodson distributed a summary of programs and events that are being held at all libraries in the system. She highlighted the following: Bowdon has increased its adult and teen programming for the summer, Buchanan hosted the second graders for a library tour and egg hunt and was part of the kindergartens' tour of the town for community helpers, Crossroads had over 700 people attend their Super Saturday events, Dallas is having a great response to their new knitting programs, Dog River's Super Saturday carnival hosted over 600 people, all Douglas County Libraries will participate in County Services Day at the mall, Jennifer Rapier is the new Douglas County Public Library Branch Manager and she is working on bolstering the library's teen collection, Ephesus will participate in the County's Back to School Bash on July 26, the Franklin Library has completed an extensive renovation and is now hosting therapy dogs on a regular basis for children to read to, Lithia Springs Library also has therapy dogs on the first and third Wednesdays of each month, the Tallapoosa Library participated in the Dept of Education's Summer Feeding Program and was host to a press conference on June 19 to kick off the program statewide, Kelley Springer is the new Branch Manager at Villa Rica, and Whitesburg is doing off-site programming at Cooke's Mobile Home Park this summer. Ruth Fuller, the Branch Manager at Whitesburg is participating on the Steering Committee for the City of Whitesburg's Strategic Plan.
- 4. Five Year Plan Progress.** Mrs. Goodson distributed a handout showing activities that had been set aside to be completed for Year 1 of the Five Year Plan, with an indication of the progress of each activity. With Year 1 completed, all activities are either completed, in progress, or ongoing. She reviewed some of the highlights of Year 1, then reviewed some activities to be completed in Year 2.
- 5. Customer Service Star of the Month.** In June, the Bremen Library's Workroom Coordinator, Carmen Thomason was named Customer Service Star of the Month for her work this past year to provide programming to an underserved portion of the population: teens. In July, Dallas Public Library's Library Assistant Kira Stegner was named Star of the Month for the way she helps patrons.
- 6. FY 2015 Budget.** State grants for West Georgia Regional Library for FY 2015 are \$850,639.71. This is an increase of \$31,292.06 from FY 2014. In addition, the library system will receive \$81,257.44 in MRR funds for computer replacements. The City of Carrollton has approved an increase of \$16,544.74 to bring its total support to \$297,646.25 for the fiscal year and Carroll County has in its proposed budget to increase the library support by \$5,000 to \$250,000.
- 7. New AT&T Fiber Optic Lines.** The AT&T fiber optic lines were supposed to be fully operational at all libraries by June 30, 2014. By that date, only 1 library (Douglas County Public Library) was operational on the new lines. Crossroads Public Library will have their lines operational on July 8 with Headquarters to follow later in the week. There have been

problems with water lines in Ephesus, power lines in Mt. Zion, preservation of a historic building in Buchanan, and problems with City Hall in Whitesburg. All should be installed by the end of August.

8. **FY 2014 Summer Reading Program.** This year's science theme was been very popular. We are having a record breaking number of registrations and attendance at programs. All libraries but one are offering teen programs, all libraries are doing children and adult programs. Five libraries ended their Summer Reading at the end of June, some will end the second week in July, while others continue through July. Tallapoosa and Buchanan are participating in a Summer Feeding Program by being sites for children from 1 yr. to 18 yrs. to be able to come to pick up free lunch Tuesdays through Fridays. Bowdon is participating in another program where free snacks are offered through the schools' food services at the library during summer programs.
9. **Construction Projects. Bremen.** Custom millwork is complete. New air conditioning units have been installed to replace two that were re-used during construction. Ceiling fans in the expansion area will be installed soon. Other work includes new end panels for existing shelving.

**Tallapoosa.** The remainder of the construction money will be used on repairing the building from termite damage.

**Villa Rica.** There have been questions about the site and the placement of the building on the site. Soil testing will be done soon. The building program has been received and delivered to the architect. The Expansion Committee met and submitted ideas for the design of the building to the architect.

**Carrollton.** Plans have been drawn up for a renovation and expansion to the current building. Mrs. Tewksbury is waiting for a meeting with the Mayor of Carrollton and the Carrollton City Manager to talk about the possibility of renovating the current building or reconfiguring the current space. It depends on what the City is willing to commit. Carroll County will contribute to the project, but they are waiting to see what the City will contribute.

**Heard County.** The majority of the renovations have been finished. A total of \$73,000 provided new handicapped-accessible doors, new carpet, higher ceilings and new lighting throughout the building, new furniture, paint, landscaping, the brick in the front lobby covered with drywall to make a lighter, more welcoming entrance, and removing a wall between an office and staff workroom to make more staff work space. Also, the brick and tile inside and outside the building were cleaned. One highlight of the furniture is a new custom-made Circulation Desk that is built for technology.

10. **Personnel.** Mack Freeman will be on August 1 as the system's new Marketing/Programming Librarian. Felecia Moran will begin August 1 as the new Branch Manager at Neva Lomason Memorial Library; the person originally hired that was going to begin on July 1 accepted another position. Rosemary Higgins is the new Adult Services

Librarian at Neva Lomason Memorial Library. Ricky North, with Extension Services, resigned on June 25 [REDACTED]. This position will switch to a 25 hour per week position and Andrew Bergquist will transfer from Neva Lomason Memorial Library to Extension Services to assume the position.

***COMMITTEE REPORTS:***

- 1. Finance Committee. Treasurer's Report.** Wood reported that the Finance Committee met on July 8, 2014, 2014 at 9:30 a.m. The Committee reviewed the bank balances and revenues and expenditures. As of June 30, 2014, the bank balance was \$539,471.83. With 100% of the year completed, 99% of the revenues have been received and 105% of the projected expenditures have been completed. Part of the overage in expenditures included the Heard County renovations, which will have partial reimbursement from the State and from the Heard County Board of Commissioners. Wood made a motion from the Committee that the Treasurer's Report be approved; DeJesus seconded. Motion carried.

**FY 2015 Salary Schedule.** Mrs. Tewksbury reviewed the changes in the salary schedule for the new fiscal year. This includes the new Marketing/Programming Coordinator, a local supplement for IT Librarian Cary Dunmire, Acquisitions Librarian Melissa Gearhart, and Assistant Director Martha Goodson, and a slight increase in salary for the Neva Lomason Branch Manager and Adult Services Librarian. In addition, two new positions in Technical Services will be added to help with the cataloging and processing functions and the increase in hours for the Extension Services Assistant was noted. The last change was a slight increase in hours to Neva Lomason Memorial Library's Kristi Galloway who is now also doing Teen services. Wood made a motion from the Committee that the FY 2015 Salary Schedule be approved, Lawrence seconded. Motion carried.

**FY 2015 Director's Salary.** Wood made a motion from the Committee that the Director's Salary be set to \$82,290.48, which is an increase of \$2000 to the local supplement. DeJesus seconded. Motion carried.

- 2. FY 2015 Committee Assignments.** Committee Assignments were distributed and are attached to these minutes.

***UNFINISHED BUSINESS:***

There was no Unfinished Business.

**NEW BUSINESS:**

1. **Signature Authority.** Wood made a motion that Signature Authority be granted to Director Roni Tewksbury; Chance seconded. Motion carried.
2. **ADA Compliance Officer.** Lawrence made a motion that Office Manager Regina Gray be named ADA Compliance Officer; Smith seconded. Motion carried. There being no further business, Prince made a motion that the meeting be adjourned; Bentley seconded. Motion carried.
3. **Federal Compliances.** Chance made a motion that the Federal Compliance be signed for FY 2015; DeJesus seconded. Motion carried.

There being no further business, DeJesus made a motion that the meeting be adjourned; Scaglione seconded. Motion carried.

The next meeting will be held on Tuesday, July 8, 2014 at 10:00 a.m. at Neva Lomason Memorial Library.

**Future meetings will be:**

**July 8, 2014**

**September 9, 2014**

**November 11, 2014**

Respectfully submitted,

Roni L. Tewksbury  
Acting Secretary