

Minutes

Laurens County Library Board of Trustees

January 20, 2016

4:30 pm, Board Room of the Laurens County Library

Attendance: Dr. John W. Womack, Ms. Rose Blackstone, Ms. Wanda Woody, Ms. Shirley Jefferson, Ms. Sandra Power, Ms. Annette Senn Crawford, Ms. Ann Howell, Ms. Ann Szypulski

The meeting was called to order at 4:30 pm.

The press was notified on January 4, 2016.

Minutes: The minutes of the October meeting were reviewed. Ms. Woody made a motion to approve the minutes, Ms. Power seconded the motion. A vote was taken and the motion was approved.

Financial Report: Ms. Szypulski presented the financial report as prepared by Accountant Mike Fortune. She said the report contains the numbers of income and expenditures for the first and second quarter. She said spending was on track with no unexpected costs. The Board Members present reviewed the report and accepted it as information.

Presentations : Ms. Power presented the library with a book, *The Cow in Patrick O'Shanahan's Kitchen* on behalf of the Women's Committee of the Laurens County Farm Bureau. Ms. Szypulski thanked Ms. Power and said that the book would be plated and added to the collection.

Ms. Szypulski gave the Board members calendars from the Laurens County Soil & Water Conservation District. Connie Daniels, a LCSWCD staff member had made the calendars and had brought them by for the Board and had said that she was able to make them only with the help of LCPL staff!

Closing Schedule: Ms. Szypulski presented the closing schedule for 2016. The Board reviewed it. Ms. Jefferson made a motion to accept it and Ms. Woody seconded the motion. A vote was taken and the closing schedule was approved as presented.

Legislative Day: Ms. Szypulski said that our assigned day for meeting with our legislative delegation is Wednesday, March 2. Dr. Womack, Ms. Power and Ms. Howell expressed an interest in going. Ms. Szypulski reviewed the legislative goals for the year which include funding State Aid at \$1.50 per capita and be included in education lottery funding at approximately \$.43 per capita. Ms. Szypulski said she would contact those interested in a few weeks to plan the trip.

Budget for 2016/17: Ms. Szypulski said she has begun to plan for the 2016/17 budget year. She asked for input on any capital requests. After discussion it was agreed that Ms. Szypulski and the Board would request a new bookmobile and carpeting for the Laurens Library. Ms. Szypulski said she would work on getting an estimate for the carpeting. Usually the budget request is made in April or May.

Director's Report: Ms. Szypulski presented the Director's Report and discussed the success of recent continuing education programs, the addition of Flipster, the Bookmobile and the success of Tech Help. Ms. Szypulski also presented the quarterly report from the Clinton Public Library.

Friends Report: Ms. Howell discussed Friends activities and said that the Friends were looking for more Board Members. She said the Friends were beginning to plan for the April Annual Meeting.

The Board meeting was adjourned at 5:20 pm.

Ann R. Szypulski 1/25/16

Minutes

Laurens County Library Board of Trustees

April 20, 2016

4:30 pm, Board Room of the Laurens County Library

Attendance: Dr. John W. Womack, Ms. Rose Blackstone, Ms. Shirley Jefferson, Ms. Velma Austin, Ms. Sandra Power, Ms. Annette Senn Crawford, Ms. Ann Szypulski

The meeting was called to order at 4:30 pm.

The press was notified on April 1, 2016.

Minutes: The minutes of the January meeting were reviewed. Ms. Jefferson made a motion to approve the minutes, Ms. Blackstone seconded the motion. A vote was taken and the motion was approved.

Financial Report: Ms. Szypulski presented the financial report as prepared by Accountant Mike Fortune. She said the report contains the numbers of income and expenditures for the first, second and third quarters. She said spending was on track with no unexpected costs. The Board Members present reviewed the report and accepted it as information.

Budget Request to County 2016/17: Ms. Szypulski reviewed the library's budget request for the coming fiscal year. She requested two capital items, a bookmobile and carpeting for the Laurens Library. No increases or decreases were requested for operating expenses. She said she would notify Board members when the library is scheduled to appear before County Council.

New County Administrator: Ms. Szypulski said that the new county administrator is Jon Caime, who was county administrator for Hart County, Georgia. He is scheduled to begin work in Laurens County on May 23.

Directors Report: Ms. Szypulski updated the Board and discussed the recent Public Library Association Conference, the Bookmobile and Summer Reading with the Board members. She also pointed out statistics attached from the Clinton Library and the Bookmobile.

Friends Report: In the absence of Ms. Howell, Ms. Szypulski reported that the Friends are paying this year for t-shirts for all the children who sign up for summer reading. She also reminded Board members of the upcoming Friends Annual Meeting on Sunday.

The Board meeting was adjourned at 5:00 pm.

Ann R. Szypulski 4/21/16

Minutes

Laurens County Library Board of Trustees

July 27, 2016

4:30 pm, Board Room of the Laurens County Library

Attendance: Dr. John W. Womack, Ms. Rose Blackstone, Ms. Shirley Jefferson, Ms. Velma Austin, Ms. Sandra Power, Ms. Annette Senn Crawford, Ms. Wanda Woody, Ms. Ann Howell, Ms. Ann Szypulski

The meeting was called to order at 4:30 pm.

The press was notified on July 20, 2016.

Minutes: The minutes of the April were reviewed. Ms. Power made a motion to approve the minutes, Ms. Jefferson seconded the motion. A vote was taken and the motion was approved.

Bookmobile Policy: Ms. Szypulski introduced Julian Shabazz, the bookmobile librarian and they shared and explained a Bookmobile Policy that Mr. Shabazz had written. The policy states the mission of the bookmobile and outlines the types of stops and the criteria for the stops. Ms. Woody made a motion to approve the Bookmobile Policy as written. Ms. Austin seconded. A vote was taken and the Bookmobile Policy was approved. The Board briefly discussed the funds and process for purchasing a new bookmobile this fiscal year.

Introduction of Mr. Jon Caime: Dr. Womack introduced Jon Caime, who became the administrator for Laurens County recently. Mr. Caime said he was glad to be in Laurens and stressed the importance of education and learning. The Board discussed some of the library system's needs, including the need for a permanent library in Clinton.

Financial Report: Ms. Szypulski presented the financial report as prepared by Accountant Mike Fortune. She said the report contains the numbers of income and expenditures for the past fiscal year. She asked that anyone with any questions about the report or spending to contact her. The Board Members present reviewed the report and accepted it as information.

Budget for 2016/177 and State Aid Agreement: Ms. Szypulski reviewed the library's budget for the coming fiscal year. It includes a new bookmobile as a capital purchase. She said that it is unlikely there will be any lottery money this year; however State Aid increased to \$1.50 per capita which is \$99,805 for Laurens County. Ms. Szypulski also presented the State Aid Agreement and Budget Form and said that the funding category percentages are slightly off, but the budget is appropriate and realistic. Ms. Austin made a motion that the budget and State Aid Agreement and Library Budget Form be approved and Ms. Jefferson seconded the motion. A vote was taken and the Budget and Library Budget Form were approved. Dr. Womack signed the State Aid Agreement and Library Budget Form and also a request for waiver concerning the variation in funding category percentages.

Three Year Plan: Ms. Szypulski presented the three year plan that was approved in 2013 and discussed items that were achieved and items still in progress. She said that she would like input from the Board and would like to present a plan for 2016 – 2019 at the next Board meeting. Ms. Austin mentioned community meetings at the Clinton Library concerning the need for a new library and Ms. Szypulski agreed that should be in the plan for the coming year.

Directors Report: Ms. Szypulski updated the Board and discussed the recent personnel changes, acquisitions and plans for the next several months. She also reported statistics and said that the Summer Reading program had been very successful.

Friends Report: Ms. Howell reported on recent Friends activities, including purchasing t-shirts for children who signed up for summer reading. Ms. Szypulski and the Board thanked the Friends for their support.

The Board meeting was adjourned at 5:30 pm.

Ann R. Szypulski 8/1/16

Minutes

Laurens County Library Board of Trustees

October 26, 2016

4:30 pm, Board Room of the Laurens County Library

Attendance: Dr. John W. Womack, Ms. Rose Blackstone, Ms. Shirley Jefferson, Ms. Velma Austin, Ms. Sandra Power, Ms. Annette Senn Crawford, Ms. Wanda Woody, Ms. Ann Howell, Ms. Ann Szypulski

The meeting was called to order at 4:30 pm.

The press was notified on October 10, 2016

Minutes: The minutes of the July meeting were reviewed. Ms. Woody made a motion to approve the minutes, Ms. Power seconded the motion. A vote was taken and the motion was approved.

Financial Report: Ms. Szypulski presented the financial report as prepared by Accountant Mike Fortune. She said the report contains the numbers of income and expenditures for the past quarter. She asked that anyone with any questions about the report or spending to contact her. The Board Members present reviewed the report and accepted it as information.

Budget for 2016/177 and lottery funds: Ms. Szypulski reported that the library will receive \$36,956.52 in lottery funds this year. Most of it will be used to make up the difference between what the county appropriated and the cost of the new bookmobile. Ms. Szypulski reported that the library will also be able to spend more on new materials.

Three Year Plan: Ms. Szypulski is still working on the three year plan and will work with the Friends of the Library to plan some information sessions at the Clinton Library.

Directors Report: Ms. Szypulski updated the Board and discussed the summer reading results and the recent staff day. She also went over plans for the next few months.

Friends Report: Ms. Howell reported on recent Friends activities, including giving \$5,000 to the library to be used for the bookmobile. The Friends also funded the newsletter mailings for the coming year and will be providing gift cards for the staff. Ms. Szypulski and the Board thanked the Friends for their support.

The Board meeting was adjourned at 5:15 pm.

Ann R. Szypulski 10/27/16