

Thomas County Public Library System Board Meeting

July 7, 2008

Leslie J. Gonzalez

1. Thomas County Public Library System Board of Directors Meeting

Thomas County Public Library Board Room

June 9, 2008

12:00 PM – 1:00 PM

<u>Appt. Board Members</u>	<u>Appointed By</u>	<u>Term</u>	<u>Term Expiration</u>
Margaret Sanders	City	2nd	6/30/08
Carolyn Wight	City	2nd	6/30/07
Bonnie Spann	City	2nd	6/30/09
Marvin Dawson	County	1st	6/30/08
Scott Milberg	County	1st	6/30/07
Robert Sullivan	County	2nd	6/30/07
Oscar Cook	County	2nd	6/30/09
Randall Cooper	Small Town	1st	6/30/08
Eleanor Hallman	Small Town	1st	6/30/07

**and representatives from the county, city, and school systems

- In attendance: Eleanor Hallman, Elaine Mays, Scott Milberg, Margaret Sanders, Carolyn Wight, Nancy Tillinghast, Don Sims, Randall Cooper, Hilda Goodin, and Bonnie Spann.
- Absent: Sabrina Everett, Juanita Jackson, Woody Thompson, Oscar Cook, Jean Quigg, and Robert Sullivan.

2. Summarize key issues on the agenda.

- The meeting was called to order following Robert's Rules of Order. Board Chairperson, Bonnie Span, led the meeting.
- The minutes from the May 19, 2008 meeting were presented by the board secretary, Carolyn Wight, and they were approved with no amendments.
- Margaret Sanders presented the Treasurer's Report, noting that nearly 90% of the fiscal year budget (July 1, 2007 to June 30, 2008) was spent.
 - The travel budget has been overdrawn and it was motioned and approved to allow for a readjustment of the budget to take place to cover the travel budget deficit. Higher gas prices were blamed for the problem. No major repairs have been needed in any of the branch libraries, so the budget is in overall good shape.
 - The support of the Singletary Foundation was mentioned as a revenue source.

- The SPLOST fund to expand the library that was approved in the last election is entering its first stages. The Library Director, Nancy Tillinghast, stated that the next step was to pay between \$4000-\$5000 for a required engineering study. No further details were discussed in regards to the SPLOST or the engineering study.
- The revenue from fine collections was reported to continue to be a significant.
- The treasurer's report was approved with all in favor.
- Director Tillinghast presented the Director's Report.
 - Summer circulation had increased by over 2,000. The children's vacation reading program was credited as most of the circulation was occurring in the children's section.
 - Director Tillinghast explained that the library had scheduled two to three programs per week, per branch for children of all ages and that attendance had been high.
 - She reported that in the Thomasville Branch 667 children had registered and a total of 1,703 children had attended the two weeks of programs thus far.
 - Director Tillinghast reported that she attended an online class regarding "going green" and she will work with Greg Heid to make the library a green project. More detailed information will follow.
- New board member business was discussed.
 - Bonnie Span will be replaced by Scott Milberg as the chair starting in August.
 - Juanita Jackson will be replaced by Margaret Sanders as the treasurer starting in August.
 - The list of people applying for the vacant board seat were discussed.
 - The list consisted of retired teachers, retired media specialist, a current university library director, and several business people.
 - The board chair presented her recommendation for a Mr. Marvin Dawson as person that was very involved with the community and was young. A brief discussion ensued about the need for younger board members.
 - A motion was made to present Marvin Dawson to the county commissioners as a candidate. The motion was approved with all in favor.
- The FY07 audit was discussed.
 - Library audits have been cut from the state budget.
 - The FY07 audit will be the last one done by state auditors.
 - A CPA familiar with government accounting will need to be selected to perform future audits and money will need to be allocated out of the local budget.

- Lost materials were presented as a stumbling block to closing the FY07 audit, so it was motioned to remove any lost/stolen materials and/or uncollected fines from the books after a three year period. All approved.
- A motion was made to write off \$11, 279.00 of lost/stolen materials and uncollected fines from the last three years in order to help close the FY07 audit before the January deadline. All approved.
- The lost/stolen materials and uncollected fines that were written off brought up the discussion of better ways to pursue collection of materials and/or fines.
 - Director Tillinghast used the example of one family that systematically checked out numerous materials under every family member's library card right before moving and did not turn any of the materials in.
 - Board member Scott Milberg expressed concern about the possibility of using law enforcement to assist the library. He did not want the library to suffer from negative publicity.
 - Director Tillinghast presented hiring a collection agency to assist the library in recovering materials and/or fines. No vote took place regarding the issue, but the board members expressed that a collection agency would probably be a better solution.
 - Board member Elaine Mays raised the concern that as the PINES system allows for much more material to be checked out that it raises the risk of theft.
- Gahealthgolocal.org and state park passes were discussed briefly as services that the library offers and needs to highlight. Promoting the information to the patron was discussed as that of import.
- The Board Chairperson, Bonnie Spann, briefly discussed that TCPLS has funded a full-time Assistant Director's position and out of nine applicants, they feel that three are in the running. Through the discussion of each application, applicants with public school system background were dismissed as finalists because they are not looking for that kind of experience. Other than that comment, it was unclear why the chair and director had narrowed their candidates to their three choices. No more discussion occurred as the topic was tabled to the next meeting.
- The Entrepreneur Friendly County designation of Thomas County was discussed by one board member who is also a member of the Chamber of Commerce. In order for Thomas County to qualify, the Chamber needs to form a partnership with the library and the library needs to dedicate itself to providing entrepreneurial materials as deemed necessary by the program.

- A generous cash donation of \$5,000 and numerous books, no strings attached, was made to the Boston Carnegie Library by a Mr. Joe Moody. It was noted that those kinds of donations are rare and treasured.
- The Friends presentations was postponed until the next meeting, but it was noted by many of the board members that the Friends group is very active and raises funds and awareness for the library.
- A motion was made to adjourn until August 18, 2008 from 12:00 – 1:00 PM. All approved.

3. Discuss where the public library fits in local government.

The TCPLS works under the jurisdiction of the county and city commissioners and they appoint board members. The Library Board must evenly represent both the county and the city's interests. The Library Director reports directly to the Library Board.

4. What is the basis of taxation for your local public library? What is per capita funding?

According to the copy of the audit that was passed out at the meeting, the library's portion of the sales tax has been 12% since 1993. The per capita funding is \$22.72.

5. What is the annual operating budget of your local library?

The total annual budget/revenue for the library is \$967,626.

6. Describe the friends group and its activities at your local library.

The friends groups was not present at this board meeting, but are on the agenda for the August meeting. According to the budget, they donated \$1,000 last year, but that does not take into account the programs or materials that they provided. The friends group has been busy recruiting members and put out this blurb: "The funds raised last year allowed us to purchase many children's and teen books for summer reading as well as reference, circulation, and Accelerated Reader books for the all the six libraries. The funds also brought Eric Litwin for a visit to all the libraries for the Vacation Reading Program. We are looking forward to providing programming funds for the VRP, purchasing many more books and also adding to the libraries CD/DVD collections, as demand for these has increased substantially."