Members Present: Sarah Hutelin, Cherise Miller, Sharon Anderson, A’Lisa Ratledge

Others Present: Richard Groves, Director.

Call to Order: Sarah Hutelin, Chair, called the meeting to order at 4:05 P.M. A quorum was present.

Approval of Agenda: The Agenda of the February 20, 2018 meeting was approved unanimously, motioned by Ms. Anderson, 2nd by Ms. Ratledge.

Approval of Minutes: The Minutes of the October 17, 2018 meeting were unanimously approved, motioned by Ms. Miller, 2nd by Ms. Anderson.

Approval of Director’s Report: Richard Groves, Library Director, presented the Quarterly directors report. A copy is included in packet and incorporated by reference.

• New Teen/Tween coordinator Erica Tuggle was introduced and discussed her background before joining the library.
• As requested by the board, six cameras have been installed throughout the library since the last meeting
• GADD has successfully transitioned from Overdrive to Recorded Books as the consortium’s vendor

The Director’s Report was unanimously accepted, motioned by Ms. Anderson, 2nd by Ms. Ratledge.

Information Items:

Budget Report: Richard Groves, Director presented the budget report. A copy of the report is included in packet and incorporated by reference.

• Library spending is in line with where the library is in its fiscal year


Discussion Items:

Library Strategic Planning
The board discussed the process and timing for creating a strategic plan via the Rapid Results Planning Process. The library will utilize Georgia Public Library Service staff as consultants at no cost to the library. A retreat will be planned for late April or early May.
Action Items:

- Director Travel to Spring Directors Meeting, May 2018
  The Director’s travel to Dalton was approved unanimously, motioned by Ms. Anderson, 2nd by Ms. Ratledge.

- Acceptance of GADD/Recorded Books agreement for 2018
  The agreement was approved unanimously, motioned by Ms. Anderson, 2nd by Ms. Hutelin.

- Proposed changes to Library Policy Manual
  - Wording to include Notary services
  - Edits to bring computing policy in line with current library practices
  - Addition of Conflict of Interest policy as required by GPLS
  - Addition of Nepotism policy as required by GPLS
  - Procedure for handling patron request for reconsideration

  The Library Policy updated were approved unanimously, motioned by Ms. Anderson, 2nd by Ms. Ratledge.

Old Business:
In early January, the library took possession of a surplus Sheriff’s car to use for administrative and outreach as needed.

Public Comments:  None

Trustee Comments:  None

Next Meeting Date:  April 17, 2018 at 4:00 P.M.

Adjourn – Ms. Ratledge made a motion to adjourn the meeting, seconded by Ms. Anderson. Motion approved by unanimous consent. Meeting adjourned at 4:55 P.M.

Documents Attached:
  - Director’s Report
  - Budget Report
  - Statistics Report

Minutes Submitted by: A’Lisa Ratledge

Approved: _____________________________ Date: _____________