Members Present: Sarah Hutelin, Cherise Miller, A’lisa Ratledge, Sharon Anderson, and Alicia Vaughn.

Others Present: Richard Groves, Director.

Call to Order: Sarah Hutelin, Chair, called the meeting to order at 4:00 P.M. A quorum was present.

Approval of Agenda: The Agenda of the October 16, 2018 meeting was approved unanimously, motioned by Ms. Ratledge, 2nd by Ms. Anderson.

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

Approval of Director’s Report: Richard Groves, Library Director, presented the Quarterly directors report. A copy is included in packet and incorporated by reference.
- The report included an update of the strategic planning
- Upcoming programs and outreach were noted
- Director explained the requested travel items for the coming quarter

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

Statistics Report: Richard Groves, Director, presented the statistics report. The first quarter experienced a decrease in both visits and circulation. Part of this may have been school nights that were scheduled during September 2017 have been scheduled for October and November in 2018.

Discussion Items:

The board viewed and discussed initial logo and verbiage proposals for the creation of a new brand and identity. Consensus was to combine two different options. The director will send the board a revised option for final review as soon as possible.

Action Items:

- Closet full of Love donation in lieu of fines in December
  Motioned by Ms. Hutelin, 2nd by Ms. Ratledge. Unanimously accepted

- Director Travel to Winter Public Library Directors Meeting
  Motioned by Ms. Hutelin, 2nd by Ms. Anderson. Unanimously accepted

- Director Travel to Georgia Library Financial Training in February 2019
  Motioned by Ms. Hutelin, 2nd by Ms. Anderson. Unanimously accepted

- Approval of State Technology Grant Purchasing Plan with estimated amounts
  Motioned by Ms. Ratledge, 2nd by Ms. Anderson. Unanimously accepted
Old Business:

Public Comments: None

Trustee Comments: None

Next Meeting Date: January, 2019 at 4:00 P.M. DATE TBA

Adjourn – Ms. Miller made a motion to adjourn the meeting, seconded by Ms. Hutelin. Motion approved by unanimous consent. Meeting adjourned at 4:35 P.M.

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

Minutes Submitted by: A’Lisa Ratledge

Approved: _____________________________ Date: ______________