Clayton County Library Board of Trustees
DIRECTORS' MEETING

MINUTES OF, APRIL 12, 2016 REGULAR MEETING, NO. 2

A regular meeting for the Clayton County Library Board of Trustees was held on Tuesday, April 12, 2016. The meeting was called to order by Daniel Small, Vice Chair, at 5:10 p.m., located at the Clayton County Library Headquarters (Boardroom), 865 Battle Creek Road, Jonesboro, Georgia.

PRESENT

Seven members of the Board were present:
Mr. Daniel Small (Vice Chair), Ms. LaShonda Dillard (Secretary), Ms. Brenda Rayburn, Ms. Bejanae Kareem, Ms. Sherry Hamilton (left at 5:42 p.m.), Mr. Bernell Wesley and Ms. Pamela Lake.

Clayton County Library Director, Rosalind Lett was also in attendance.

ABSENT

Ms. Brenda Morant (Chair), Ms. Patricia Shepherd, Ms. Tonya L. Clements, Mr. Charlton Bivins, and Ms. Gwen Wiggins.

GUEST

Mr. George Hazelton (President-Friends of the Library)

MINUTES

Brenda Rayburn made the motion to approve the January 12, 2016 Board of Trustees Minutes with approval to add December 15, 2015 as the date Daniel Small and Charlton Bivins attended the Board of Commissioner's Meeting advocating on behalf of the Clayton County Library. Sherry Hamilton seconded the minutes. All attendees approved as submitted.

REPORT FROM THE DIRECTOR
OF THE LIBRARY

UNFINISHD
BUSINESS

December Holiday:

The Commissioners will set holiday observance at June Board Meeting, as such, the Library Board tabled discussing holiday hours/closures until after Commissioners' Meeting.

NEW BUSINESS

Construction Projects:

College Park Library: Director Lett reported she recently met with the Project Manager to discuss SPOLST funding for the new College Park Library. There will be a public meeting held in the upcoming weeks to

discuss plans for the new library. Director Lett will send board members the date and location when details are finalized

Headquarters Library
Family Place Library construction project will begin this week.

Radio Frequency Identification System Reader ("RFID"), construction to begin soon. Training for new system will begin soon. Once RFID system is installed at Headquarters Library, Jonesboro Library will be the next branch to receive the system.

PINES System (Evergreen Software), Conference will be held in Raleigh, NC. Members of Library Staff will be attending.

National Library Week (April 10-16, 2016):
STEAM (Science. Technology, Engineering, Arts and Mathematics) is this year's focus. Director Lett reported each branch is hosting projects incorporating STEAM initiatives during this week. There will also be an Open House at all library branches throughout the day and evening on April 13, 2016.

Special Summer Reading Newsletter:
The summer "activities" newsletter will be published prior to school summer break (May 19).

New "Reading" Technology:
Director Lett informed the Board of new devices, (Playaways), patrons can check out at the library. A Playaway is a prerecorded audio player. It is the size of a deck of playing cards and weighs 2 ounces, and can store up to 80 hours of audio recording.

Partnerships:
Clayton State University Initiatives- ("PACE")
Partnering Academics and Community Engagement ("PACE"). Clayton State students are assisting Clayton County Library System "CCLS" with establishing a Teen Advisory Board and a Collegiate Advisory. This board is designed to assist with getting feedback regarding future programming teens and young adults are most interested in.

Members of PACE also assist with literacy one on one tutoring.

Financial Literacy:
Money Smart week is next week. Director Lett stated she and her staff will provide and/or attend events related to financial literacy. Their initiatives include; Attending Eddie White Academy/Operation Hope "Banking on Our Future," and focusing on the needs and request of Senior

Citizens within the community. Recently a poll was administered at various senior citizens centers regarding financial topics of most interest to them. The top (3) areas of interest are: Estate Planning, Credit Fraud and Investing.

During the summer and fall, the Library will be hosting the following financial literacy programs: Entrepreneurship, family spending, money camp/reality check for children and teens.

Policies
Director Lett advised the Board regarding (2) policies *Unattended Children* and the *Meeting Room Policy*. Members of the Board will review and update/revise both polices. The Board will vote on proposed policy changes via electronic mail on Tuesday, April 26, 2016.

COMMITTEE REPORTS

Friends of the Library:
No report submitted. George Hazelton, President Friends of the Library, stated there will be a book sale April 24-26, 2016.

Library Foundation:
No report submitted.

Advocacy Committee:
Members: Daniel Small and Bernell Wesley
No report submitted.

Nomination Committee:
Members: Bejannae Kareem, Pamela Lake, Patricia Shepherd and Daniel Small
No report submitted.
Committee members are compiling Board Members' biographies to spotlight members on the Library's website throughout the year. Bio's due by April 15, 2016.

Nominating Committee will draft criteria of skills and provide recommendations for future Library Board Trustees to the Board of Commissioners. The Library board will review draft at July meeting.

Nominating Committe to circulate slate of officers by June 12, 2016 (30 days prior to next meeting).

DRAFT

Strategic Planning Committee:
Members: Gwendolyn Wiggins, Brenda Morant, Brenda Rayburn, and Rosalind Lett
No report submitted.
LaShonda to send Gwen a request to forward the outline of strategic plan goals.

Finance Committee:
Members: Brenda Rayburn, Brenda Morant, Sherry Hamilton and LaShonda Dillard
No report submitted.

ADJOURNMENT Motion to adjourn meeting made by Daniel Small and Seconded by Bernell Wesley at 6:35 p.m.

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LaShonda R. Dillard, Secretary Daniel Small, Board Vice Chair

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