

*July 12, 2016      Headquarters Library 5:00pm*

*Action Minutes*

**I. CALL TO ORDER:                      President, LaShonda Dillard**

- Introduction of Library Board
- **Present:** LaShonda Dillard, Courtney McFarlane, Pamela Lake, Tom McBeth, Sherry Hamilton, Rosalind Lett, Daniel Small, Gwenn Wiggins
- Agree to approve Minutes at a later date Financial Committee

**II. Minutes:** Agree to approve Minutes from previous meeting at a later date, TBA

**III. Public Comments:**

No Public Comments – George Hazelton, President of Friends of the Library-Public

**IV. Committee Reports:**

**A. Finance Committee –**

- Rosalind explains Library Budget, Programs and Office Supplies that all monies under library control have been spent.
- Utilities, etc. are paid by the Clayton County Finance Department
- Budget book is available for viewing by the public at any public library

**B. Strategic Planning Committee –**

- Rosalind explains the “Three” Goals laid out in the strategic process.
- The County would like to focus on Literacy for the whole county and Access to Information.

**C. Nominating Committee-**

- Solicited the Library Board of Trustees for nominations.
- No Committee Report available at this time
- No Advocacy Report at this time

**V. Unfinished Business:**

**A. Election of Board Officers-**

- Brief explanation of Offices duties and titles of the Library Board of Trustees
- Pamela Lake opened up the motion to begin Nomination of members
- Seconded by (*Sherry Hamilton*)
- Daniel Small nominated for Chair by Pamela Lake
- LaShonda Dillard expressed interested in being Chair, submitted documentation
- Daniel Small rescinds name from Nomination of Chair of Library Board of Trustees, will continue to serve as Vice Chair
- Daniels Small calls to vote LaShonda Chair of the Board for 2017

- Seconded by Courtney McFarlane
- All in Favor
- Courtney McFarlane nominated Daniel Small to position of Vice Chair
- Seconded by Pamela Lake
- All in Favor
- Tabling nominations for Secretary Position

**B. Unattended Children Policy:** Motion moved to adjust the age of the Caregiver from 13 to 15 (*Pamela Lake*) Seconded (*Daniel Small*) All in favor

**C. Meeting Room Policy:** Motion made to accept highlighted portions of documents and change 501c3 to just 501c (Daniel Small) made motion (*Sherry Hamilton*) Seconded, All in favor, unanimous

**D. Library Holiday Hours:** Discussion

**VI. New Business**

**A. Director's Report and Reports from Assistant Directors:** Discussion

**B. State Grant for Salaries and Director's Supplement:** Board Approval to accept (*Gwenn Wiggins*) Motion to Accept, (*Bernell Wesley*) Seconded All in Favor, Unanimous

**C. New Grants: Board Approval to accept funds**

**D. Gaming Policy:** Gwen Wiggins motions to accept guidelines as is. LaShonda Dillard Seconded Abstain Pamela Lake, All in Favor

**E. Advocacy Committee:** Daniel Small, Advocacy Committee to follow up on Facility Maintenance

**VII. Date/Place of Next Meeting**

Tuesday October 11, 2016 5:00pm

**VIII. ADJOURNMENT:**

**MOTION AND VOTE:** Motion made to Adjourn (*Gwen Wiggins*) Seconded (*Bernell Wesley*)

President moved to adjourn the meeting at 7:16pm

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Library Board of Trustees Secretary Signature

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LaShonda Dillard, Board Chair Signature