

CLAYTON COUNTY LIBRARY BOARD OF TRUSTEES

MEETING MINUTES

OCTOBER 10, 2017

Present: Brenda Stiggers, Shavawn Simmons, Courtney McFarland, Gwen Wiggins, Brenda Rayburn

Bejanae Kareem (present via teleconference) Rosalind Lett, Ex Officio

Absent: Daniel Small, Sherry Hamilton

Staff Present: Scott Parham, Robyn Saint-Paen, Rebecca James, Marquita Gooch

- I. Meeting called to order 5:10
- II. Minutes - No minutes were presented due to lack of a quorum at previous meeting
- III. Public Comments - No Public Comments
- IV. New Board Members - Brenda Stiggers & Shavawn Simmons were introduced
- V. Unfinished Business
 - A. Election of Officers

A slate of officers was presented consisting of;
Gwen Wiggins (President)
Courtney McFarland (Vice President)
A motion was made by Brenda Rayburn to accept the slate as presented.
Shavawn Simmons 2nd the motion
The board voted unanimously (6) in favor of the slate (0) opposed (0) abstentions
 - B. Bylaws Change

Bylaws change was proposed to amend the bylaws to allow the quorum to be revised from (6) members to read one third of the active board members, to allow for efficient transaction of business
A motion was made by Brenda Stiggers to accept the proposed amendment to the bylaws. Shavawn Simmons 2nd the motion
The board voted unanimously (6) in favor of the slate (0) opposed (0) abstentions
 - C. GPLS Salary & Supplement Grant Approval

The board was asked to approve the receipt of state funding which includes salaried for the Assistant Directors and a Supplement for the Director, in addition to a Materials Grant and Systems Services Grant totaling \$485,338.45.
A motion was made by Brenda Rayburn to accept the slate as presented.
Shavawn Simmons 2nd the motion
The board voted unanimously (6) in favor of the slate (0) opposed (0)

VI. New Business

- A. Director's Report and Reports from Assistant Directors (see attached documents)
Doc#'s 10-17-01, 10-17-02, 10-17-04, 10-17-05 and 10-17-06

The Director and Asst Directors for Branch Services, Youth Services and Virtual Service Librarian delivered their board reports. Question and answer session occurred.

Action Item related to recruiting members for the Foundation Board.

Atlanta Bar Association will be called to identify a ProBono Attorney who can help us develop our 501C3.

The United Way and Atlanta Women's Foundation will be contacted to help us seat a foundation board.

Responsible Party: Rosalind Lett

- B. Project Updates (NW Library, RFID, HUD, GPLS & Repair/Maintenance)

The Asst Director for Project Management gave updates on construction projects.

Action Item: Research Systemic Maintenance Plan of other organization to identify best practices for the preparation of a plan to propose to the county

Responsible Party: Library Staff

- C. Coffee Shop RFP

The board was updated on plans for the proposed Coffee Shop for the Headquarters Library

- D. Committee Reports

Advocacy - No report

Strategic Planning - No report

Finance - No report

- E. Open House/Kick Off of RFID

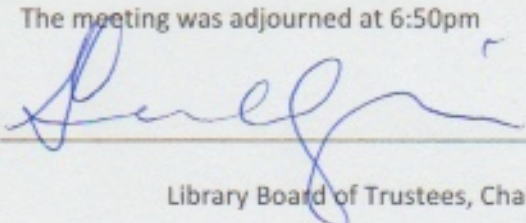
Dates were announced for the RFID Kickoff (Soft Launch November 1)

Dates for the Open House will be provided at a later date. The 1st week of December is a tentative time frame.

- F. The library will approach the BOC with a recommendation from the Library Board to allow the library to close Saturday and Sunday December 23rd and 24th for the Christmas Break in addition to the Monday and Tuesday December 25th and 26th.

VII. The meeting was adjourned at 6:50pm

Signature: _____



Date: _____

10/12/17

Library Board of Trustees, Chair