



**Clayton County Public Library System**  
**Jonesboro, GA 30260**  
**Rosalind Lett, Director**

<b>Meeting Name</b>	2 <sup>nd</sup> Qtr. Library Board Meeting	<b>Scribe</b>	Shavawn P. Simmons, Secretary
<b>Date</b>	Tuesday, April 10, 2018	<b>Time</b>	5:02 PM
<b>Facilitator</b>	Gwen Wiggins, Board Chair	<b>Location</b>	Library System Headquarters

<b>Attendees</b>	Donna Brooks Bejanae Kareem Stuart Lange Courtney McFarland, Vice Chair Deetra Poindexter	Daniel Small Shavawn Simmons, Secretary Gwen Wiggins, Board Chair
<b>Absent</b>	Brenda Stiggers Sherry Hamilton	Brenda Rayburn

**II. Minutes**  
 Members reviewed minutes from January 9, 2018.  
 Motion to accept minutes by Bejanae Kareem and seconded by Deetra Poindexter.  
 Minutes Approved.

**III. Public Comments**  
 There were no public comments.

**IV. Welcome**

**V. Unfinished Business**  
 Discussion on amendment to by-law, Section 7: Quorum and Voting: The voting by-law has been amended to include: *"in order for the online vote to be valid one-third of the current active board members have to cast their vote...."* A no-vote will count as an abstention.

- o Motion to accept the revision by Daniel Small and seconded by Stuart Lange.
- o By-laws amendment approved.

*Library Foundation Update*  
 Mrs. Lett met twice with the Library Foundation board. Board Members will create an officers' slate. Next Actions: Articles of Incorporation and legal formation.

**VI. New Business**

- (A) Assistant Directors verbally shared highlights of their written reports. Each board member received a copy of the reports.
- Question posed by Ms. Kareem regarding the procedure for partnering with the library. Mrs. Lett stated that the first line of contact is the assistant director responsible for the area of interest. The assistant director will follow-up by communicating with Mrs. Lett.
- Discussion regarding HVAC system across the library system.
- Maintenance grants are needed to cover expenses for materials over and above county allotments.
- EVER FI online module for student reading remediation. Mrs. Lett is recommending this software for schoolwide distribution and collaboration.



**Clayton County Public Library System**  
**Jonesboro, GA 30260**  
**Rosalind Lett, Director**

<ul style="list-style-type: none"> <li>Board Members sought clarity on the process of “deletes”. A term used to explain the purging of dated inventory from the Library System’s main database. Efforts to be bring database up-to-date have been successful.</li> </ul>
<ul style="list-style-type: none"> <li>(B) Mrs. Poindexter will follow-up with her contacts related to providing a new location for the <i>Joy Prom</i>. The <i>Joy Prom</i> experienced a significant increase in attendance over the previous year. The 300 guests will need a larger venue for the <i>Joy Prom</i>, a prom targeted to teens with special needs and their families.</li> </ul>
<ul style="list-style-type: none"> <li>(D) Policy Approval- Code of Conduct tabled. Board members suggested refinements in the procedural consequences for patron infractions. Concern was expressed related to staff safety.               <ul style="list-style-type: none"> <li>Petty Cash policy, Motion to Approve by Bejanae Kareem and Seconded by Stuart Lange.</li> <li>Policy Approved.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>(E) County ERP System ??? Purchasing System has been fully automated for county purchasing in real-time.</li> <li>Book vendors software is not compatible with County’s new software upgrade for purchasing.</li> <li>The Library System has a work-around for now.</li> </ul>
<ul style="list-style-type: none"> <li>(F) State Legislative Support- Libraries across the state received an increase in their technology funding.</li> </ul>
<ul style="list-style-type: none"> <li>(G) Priorities and Partnerships- United Way Community Conversations and Library Community Conversations</li> </ul>
<ul style="list-style-type: none"> <li>(H) Schedule established for Board Member attendance at Clayton County Board meetings:</li> </ul>
<ul style="list-style-type: none"> <li>Advocacy Committee will register to speak during the 3-minute public comment period.</li> </ul>
<ul style="list-style-type: none"> <li>Topics to share: To be determined using the Director’s library system wish list.</li> </ul>
<ul style="list-style-type: none"> <li>Shavawn Simmons and Deetra Poindexter April 17, 2018</li> </ul>
<ul style="list-style-type: none"> <li>Bejanae Kareem May 15, 2018</li> </ul>
<ul style="list-style-type: none"> <li>Advocacy: Deetra Poindexter, Shavawn Simmons, Courtney McFarland, Bejanae Kareem</li> <li>Strategic Planning: Stuart Lange, Gwen Wiggins</li> <li>Finance: Brenda Rayburn</li> </ul>
<ul style="list-style-type: none"> <li>Suggestions by Board Members               <ul style="list-style-type: none"> <li>Deliver library materials to shut-ins. (S. Lange)</li> <li>Partner with Charles Drew High School to support the coffee shop. (S. Lange)</li> </ul> </li> </ul>
<b>VII. Adjournment</b>
<ul style="list-style-type: none"> <li><b>7:10 PM</b></li> </ul>
<ul style="list-style-type: none"> <li><b>Minutes Submitted by:</b> <i>Shavawn P. Simmons</i>, Board Secretary</li> </ul>

Commented [X1]: I was not sure what ERP stood for.



**Clayton County Public Library System**  
**Jonesboro, GA 30260**  
**Rosalind Lett, Director**