

## January 6, 2022- Regular meeting

Present: Juanita Shope, Kristi Early, Jan Timms, Justin Shook, Brenda Cathey, Pat Steuck, Helen Gillespie, Regional Library Director Delana Knight, Robert Knighton, Friends of the Library representative

Absent: Scott Crane

Vice-Chair Pat Steuck called the meeting to order at 5:30 PM.

Visitors: None

### Approval of Minutes

The minutes from the October 7, 2021 meeting were presented, reviewed and a correction was made to read:

The minutes were approved as corrected. (Timms, Cathey)

### Treasurer's Report:

Dyana presented the Treasurer's report.

### RCPL Activity Report Quarter 2- FY 2022 Report Date: January 3, 2022

Cumulative FY 2022 Year to Date Report: October 1, 2021 to December 31, 2021

Previous Quarter Balance- Checking	\$94,370.90
Net Changes to Cash Fund Balance- YTD	-\$3,583.72
Balance at the end of this quarter	\$90,787.18
Money Market	\$25,296.98
CD	\$16,683.02
Total	\$136,767.18

The budget for Travel Expenses will be skewed because when funds were allocated I had not applied nor been accepted to the PINNACLE Institute.

- After the initial weeklong training the library will have to cover the cost.

The library has purchased eight tables for the community room, which have arrived. The library also purchased 50 chairs and two dollies, which have not arrived at this time.

Once the chairs arrive I plan on starting small group programs.

The library purchased a new Square and cash register and it has been in use from mid-December.

The library will have to purchase a new laptop for Melissa. We are working with Michael the Regional IT Librarian to find the best fit.

- This purchase should not impact the budget, as funds were already allocated and have remained unspent.

Justin inquired as the numerous Amazon purchases made by the library. Dyana explained that the purchases are made for many items used by the library; consumable supplies, passbook stamps, janitorial supplies, in addition to books. Amazon is the secondary purchasing site. Melissa and Dyana do a cost comparison of books with Ingram, the primary book supplier selected to purchase books from with the allocated state funds. Book purchases are selected by the supplier offering most economical price.

A motion was made to approve the Treasurer’s report. (Cathey, Timms)

**Report from the Library Manager:**

Dyana presented the Library Manager report.

**Public Service Activity  
Quarter 1- FY 2022  
Report Date: December 31, 2021**

	Q1	Q2	
Circulations	15,166	12,356	-18%
Overdrive	1,727	2,243	29%
<b>Program Attendance</b>	*1,104	522	-52%
Computer Usage	886	942	6%
Wireless computer usage	16,560	18,054	9%
Total measured usage	34,812	34,117	2%

Patron Registration	120	79	-34%
---------------------	-----	----	------

\*Includes the outreach at both the elementary and primary school.

Rabun County’s annual audit was completed in July the report came out in November.

- No corrective action needs to be taken.
- The accounting firm is coming in January to help with the journal entries.

**Storytime**

- Kim moved to small group storytime during the colder months.
- Starting February, the library will be hosting group storytime in the children’s room.

**Outreach events**

- I worked with the Deana from the RCMS and I spent four days with the seventh and eighth grade to discuss what is available at the library.

#### Staff Day

- Was a success and Trempe provided a cabinet for the AED Defibrillator and signs for the exterior doors indicating the library has AED Defibrillator

#### Food for Fines

- This was a successful program.
  - \$36.00 collected in lieu of paying fines and patrons without fines donated as well.
- The Food for Fines will become part of the Summer Reading Program  
The dates have not been determined at this time.
- Next December we will offer Food for Fines and participate in the Hunger Bowl in November.
  
- Two external lights have been added to illuminate the accessibility ramp and the drive leading up to it.

#### **Upcoming library happenings:**

Timesheets for staff have transitioned to a digital format.

The digital time off request forms have made it easier to see who is requesting time off.

#### Summer Reading Program

- Kim has started to select books based on the theme for this upcoming summer.
- We have discussed having a larger end of SRP event and a kickoff event to bring up the numbers for the SRP.

#### Storytime/ Library Programs

- Storytime and all other library events will be contingent on COVID.

HV/AC units are currently being replaced in the staff work area and in the children's sections, it was delayed due to COVID and the lack of available materials.

Erik and I spoke last week about the bathroom renovations and at this time due to several factors; COVID, increased cost, lack of materials, and other factors it would be in the best interest for the library to hold off on the bathroom renovation for at least a year and half or more if things continue as they are now.

The library will be hosting monthly lectures put on by Foxfire, starting in February.

- February's lecture will be in the morning and March will be a late afternoon or evening event.
- Kim, and I are meeting with Foxfire later this month to discuss possible collaboration for the Summer Reading Program.

Jan requested that the report pages numbers be numbered.

Dyana has requested that the county add the library to their weather emergency notification list.

Dyana is in the process of developing a Tough Topic informational program. Initially, the information center will provide hotline numbers and websites for individuals seeking information about sensitive subjects that they may be uncomfortable about in requesting books or information from library staff. Dyana will use lists and recommendations developed by other state and national libraries for this information center. She has begun to pull some books for parent interest. These books are located in a separate area from the children's book section.

A home schooling resource center has been created and expanded to include various instructional topics and materials as requested by students and parents.

### **Reports from Committees**

Building and Grounds

By-Laws

Financial

- None
  - No committees have met since the October meeting.

### **Report from the Director**

Delana requested that the board approve the closing of the library for a staff development workday, September 30th. All staff members will be attending a regional

staff development workday. The time and place are to be determined and announced at a later date.

Motion: (Shope, Cathey)

Director's Report to follow the minutes.

### **Communications**

Pat shared a thank you note from Kim and the rest of the library staff thanking the Library Board members for their personalized Christmas gift tote bags.

### **Unfinished Business**

No unfinished business

### **Friends of the Library Report**

The Friends of the Library continue to work hard to support the programs, activities, and the staff at the Rabun County Library.

- The Friends provided lunch for the staff at their staff training day in November.
- The December Holiday Book Sale was very successful with total proceeds of \$2,568.00. We appreciate all of the quality used book donations and the volunteers that make the sale possible.
- The Friends gave each staff member a small cash gift for the Holidays.
- Our new common-anniversary membership renewal and new member drive begins in January 2022.
- We continue to be committed to meeting our quarterly financial contribution to the library for 2022.

Thank you for allowing me to attend the Trustee board meeting as a representative of the Friends of the Library.

### **New Business**

Convene By-Laws committee:

Pat requested that members of the by-laws committee meet to review the by-laws.

Pat, Jan and Helen will be reviewing the library handbook and will be presenting suggested updates to the Library Board for consideration.

Convene Financial committee:

Pat requested that members of the Financial committee meet to discuss and plan the budget for the 2022 -2023 year. Juanita, Pat and Dyana will present the budget for board approval. David Conley, county CFO, will evaluate the library budget needs with Dyana and present the budget to the county commissioners.

Convene Building and Grounds committee:

Pat requested that members of the Building and Grounds committee meet with Dyana to discuss the design and installation of storage cabinets in the community room.

Kristi and Justin will present their recommendations at the April library board meeting.

Delana reminded the various committee members of the Open Meetings Act. There should be advertising of the committee meetings two weeks in advance. Delana and the Clayton Tribune should be notified. The meetings are open to the public. Written minutes of the committee meetings should be taken and presented to the Clayton Tribune for publication.

## **Library manager evaluation:**

Brenda presented Dyana's six months evaluation.

Mrs. Banks Evaluation, December 9, 2021

### **Ongoing goals:**

- Continue meeting with individual library staff (done)
- Making shelf reading more important → makes it easier for patrons and staff to find items (done)
  - I have selected to the Large Print and Young Adult sections
- Created a time off request form (done)
  - Reminding staff to use it when requesting time off
- Keeping my daily activity journal up to date (ongoing)
- Having monthly team meetings with Jennifer (circulation supervisor), Kim (children and outreach), and Melissa (business accounts) (done)
- Establish learning hours with staff and create individual goals
  - I decided to hold off until after the holiday season to start this program (30 minutes a month part-time employee, 1-hour full-time employees)

### **Current school year:**

- Reach out to each of the librarians or school media specialist
  - Rabun Gap (waiting to hear)
  - Tallulah Falls School (waiting to hear)
  - Rabun County High School and Rabun County Middle School
    - Virtual days with the 7th and 8th grade already happened
  - Rabun County Primary School (waiting to hear)
  - Rabun County Elementary School (waiting to hear)
  - Pre-schools (waiting to hear)

### **Three-month goals:**

- Considering using MailChimp to send out newsletters to patrons
  - There is a free version available
  - Other libraries I have worked with have used it. Also, the FOL uses it as well. (ongoing)
- Start planning all library events on a quarterly basis (ongoing)
  - This will allow me to have a better idea of staff coverage.
  - This will allow for social media and newsletter to be planned further out.
- Start the budget for FY 2023 (ongoing) (Mrs. Banks gave me a detailed report on how money is spent and reconciled which I will now ask her to tell the board and for her response to be added to the minutes.)

- Plan meeting with the financial committee and Melissa, the bookkeeper
- Finding timesheets in a digital format
  - What are the limiting factors
  - Also, find out how long I need to keep (five years)
- Post the ALA Code of Ethics near the circulation desk
  - Have staff review ALA Code of Ethics (ongoing)
- Create signage for tough topics (ongoing)
  - This will include nation hotlines when available (children, YA, and adult)

### **Library Board:**

- Suggest the display case policy be reviewed
  - I would like the display either upcoming library events or community organizations
    - North Georgia Food Banks
- Review the employee vacation guidelines
  - Comp time?
  - Rolling over a limited amount of time each year?

I met with Mrs. Banks on Thursday, December 9, 2021, at two o'clock, in the library. She was very welcoming and the library was beautifully decorated for the season. We discussed her goals and activities.

I have used the document she sent me to review before our meeting, and I have inserted my comments at the end of each goal.

She also informed me that she has purchased the cash register and ordered tables and chairs.

I find that she is organized, setting goals and working toward them. She is open to questions and comments.

Brenda Cathey

Dyana's probationary period has ended and the library board is very pleased with all that she has accomplished in her role as the new library manager.

Motion for check signing approval:



Pat made a motion to remove Jan Timms' name from the Regions Bank signature card and add Pat Stueck's name along with Juanita Shope and Dyana Costello Banks to the card.

Motion: (Stueck, Timms)

Signage for the library:

Pat requested that the Building and Grounds committee meet with Dyana to discuss design and location for library signage. A discussion continues with Scott about the possibility of the county and state to erect directional signage for the library.

New slate of officers nominating committee:

Justin, Helen and Juanita will present a proposed slate of officers at the April meeting.

Saturday library hours changes:

Much discussion occurred concerning the changing of the Saturday library hours. The by-laws committee will be meeting in January to review the by-laws and will be making recommendations to the board for consideration of changes and updates. According to the current by-laws, library hours are presently set and can only be changed by convening the board and members voting to make a policy change.

Next scheduled meeting: Thursday, April 14, 2022 at 5:30PM

**Adjournment**

Time 6:50 PM

## Rabun County Library Board meeting – January 6, 2022

We have scheduled a Regional Library System Staff Day for September 30, 2022. Location and topics yet to be determined; Library Managers and Regional staff will meet on February 2 to discuss. Will the Board approve for Rabun County Library to close on September 30, 2022 so that all library staff may attend?

The winner of the Northeast Georgia Regional Library System's winter and holiday-themed decorating contest was Helen Library and they won a \$300 marketing grant. Rabun County Library also did a beautiful job decorating! We had at least one judge from each of our library region's counties with Jan judging for Rabun County. Each of our judges visited all six of our libraries to rate their decorations.

Judges were Jan Timms and Nancy Gribble of Rabun County, Judy Holloway of White County, Merry Carol Scott of Stephens County, and Melissa Madolid of Habersham County.

I hope that we can offer a Regional marketing grant again in the near future, but until then, our libraries have the opportunity to apply for marketing grants from Georgia Public Library Service (GPLS). White County Libraries have previously been awarded a GPLS marketing grant.

I attended the State Library Directors' meeting in December. A couple of items of interest for the Board:

Georgia Public Library Service (GPLS) is working with the Carl Vinson Institute on a state-wide library compensation study. More information to come.

Marti Minor, a library law consultant, discussed the Open Meetings Act during her presentation. According to the provisions of the Open Meetings Act, in addition to advertising our regularly scheduled Library Board meetings, we should also advertise all committee meetings one week in advance. This includes building and grounds, fundraising, finance, bylaws, executive, etc. Twenty-four-hour notice is required for all called meetings. This information has been communicated to all NEG library managers.

The Regional Library Board meeting will be held at the Cornelia - Habersham County Library on Tuesday, January 25, 2022 at 10:00 AM.