

**Rabun County Board of Trustees Meeting
July 14, 2022- Regular meeting**

Present: Kristi Early, Kim Lovell, Justin Shook, Juanita Shope, Pat Stueck, Jan Timms, Delana Knight, Dyana Costello Banks

Absent: Scott Crane, Helen Gillespie

The meeting was called to order by Pat Stueck at 5:30 pm.

Approval of Minutes:

The minutes from the April 14, 2022 meeting were presented and reviewed.
Approved. (Timms, Shope)

Treasure’s Report:

Dyana presented the Treasurer’s report.

**RCPL Activity Report
Quarter 4- FY 2022
Report Date: June 30, 2022**

Cumulative FY 2022 Year to Date Report: May 1 to June 30, 2022

Net Changes to Cash Fund Balance- YTD	+ 9,676.38
Balance at the end of this quarter	79,264.99
Money Market	25,298.22
CD	16,683.65
Total	121,246.86

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

Recognition of Visitors:

No visitors were present.

Report from the Library Manager:

Dyana presented the Library Manager report.

**Public Service Activity
Quarter 4- FY 2022
Report Date: June 30, 2022**

	FY 22	Pervious Quarter	
Circulations	15,012	12,183	23.22%
eLibrary	2,528	2,334	8.31%
Program Attendance	782	95	723.16%
Computer Usage	1,033	854	20.96%
Wireless computer usage	13,270	13,520	-1.85%
Total measured usage	61,404	41,372	48.42%
Patron Registration	163	79	106.33%

Notes:

- Kathy Knighton retired on June 30, and Angel Dickerson started on July 5.
- In honor of Kathy Knighton’s service to the RCPL, the library is purchasing several of her favorite books. A bookplate will be displayed in each book to recognize Kathy’s service.
- Dexter Allen has built and delivered additional shelves; the new shelves are in the Book Shop and the Children’s Area. The wire shelving units used in both areas were donated to Habitat for Humanity.
- The shelves for the Community Room have arrived and will be assembled by Dexter Allen. Dexter is being considered to build the cabinets for the Community Room.
- R&H Technology has been contacted to install the additional cameras for the library, and the lead time is about six weeks.
- Chief Andy Strait has recommended the placement of the additional cameras.
- Chief Andy Strait recommends no more than 45 people in the Community Room. The extra chairs will be stored in the Book Shop to be used as needed with the four additional tables delivered on Friday.
- Monthly events include:

- The Foxfire lecture series will continue on the fourth Thursday of every month at 10:30. The Foxfire Fiber Friends group continues to meet in the Community Room.
- Wednesday movie matinees are continuing, and during the Summer Reading Program, we have offered several children's movies.
- Crafternoon has seen an increase in numbers.
- Preschool Storytime was held in April, but not in May as Kim was preparing for the Summer Reading Program. Preschool Storytime will resume in September. Kim will be assisted by Jen, who has experience as a school media specialist.
- Summer Reading Program (SRP)
 - Numbers have improved since last year.
 - Drawings for prizes have happened every Thursday, likely continuing next year.
 - Summer Reading ended today with a Pizza Party.
- The most successful program from SRP was the chess club. There was enough interest in Chess Club that we will offer a monthly weekday and Saturday club event.
- Beanstack was used this year as a means to track reading.
- The Friends of the Library have provided volunteers for movie matinees, for the Kickoff to SRP, and today at the pizza party. We all thank them for their continued support.
- The new self-checkout station has been set up near the rear accessible entrance.
- The purchase of computers from the Lib Tech Funding FY22 has been made and will expand the number of patron computers.
- Melissa and I are preparing for the Annual Audit, which will happen next week.

Additional Notes:

- Young Adult section- is not used as much, so it was moved to another location.

Reports from Committees:

Building and Grounds

- No meeting

By-laws

- The by-laws are being edited by the Committee will meet to continue to review and update the library handbook.

Financial

- Dyana and Juanita went to the county budget meeting.

Report from the Director:

- Friday, September 30 Regional Staff Day
- Staff from all the libraries will participate in the event.

Communications:

- No communications

Unfinished Business

- No unfinished business

New Business

New hotspot policy

A motion was made to approve the new hotspot policy. (Timms, Early)

Budget- Preliminary

- Wages, retirement, and Bethel's fees increased
- Budget
 - Locked cabinets in the Community Room for Friends of the Library sales.
 - Falls short \$424/ month but does not include fines or other revenues
 - At this meeting cost of living and wages are considered
 - 6% cost of living
 - City is giving 10- 15% raises across the board
 - All staff get retirement
 - 37.5 hours to qualify for dental and vision insurance
- Budget sound at 8% to 10%
- New faxing service \$1/ page

A motion was made to approve the Budget- Preliminary. (Early, Lovell)

Executive Session

Entered into Executive Session at 6:46am

- Dyana's performance is well documented
- Dyana spoke to each employee and feedback was to make communication better

Ended Executive Session at 7:03pm

Library Manager Evaluation

A motion was made to accept Dyana's evaluation. (Shope, Shook)

Staff raises

A motion was made to approve wage increase. (Timms, Early)

Date change for October meeting

A motion was made to approve the date change for October meeting. (Timms, Lovell)

Other Discussions- Comments

Next scheduled meeting- Thursday, October 20 at 5:30 pm

Adjournment Time: 7:08 pm