**FLORA PUBLIC LIBRARY BOARD MEETING MINUTES**

**MONDAY, APRIL 11, 2022**

CALL TO ORDER: President Maralee Johnson called the meeting to order on Monday, April 11th at 7:00 p.m.

RECOGNITION OF VISITORS: None

PRESENT: Karen Briscoe, Robbin Dickey, Joe Gilliland, Maralee Johnson, Doug Mack, Dr. Robert Marley, Rebecca Stocke, Kari Warren and Director Donna Corry. Absent: Joe McCoy

CORRESPONDENCE: A thank you note for a gift in honor of Jane Gilliland, from the Gilliland Family-written by Carole Gilliland Boyd, was read by all board members present.

APPROVAL OF MINUTES: A motion was made by Robbin Dickey to accept the minutes as presented. The motion was seconded by Becky Stocke. The motion passed unanimously.

TREASURER’S REPORT:

 -Review of financial reports and bank statements.

 A motion to accept the treasurer’s report, as presented, was made by Doug Mack and seconded by Joe Gilliland. The motion passed unanimously.

LIBRARY DIRECTOR’S REPORT:

-Comments on reports

 -Interest added to savings accounts

 -I have arranged electronic document delivery from Benjamin Edwards.

-We have a car in our staff parking lot that has been there for probably two weeks and hasn’t moved. I called the police today to check on it and they can’t get in contact with the owners. They said it was our call to have it towed or leave it there. If it is towed it is at the owner’s expense.

-I have the final draft of the budget. The city gave a total increase of $5,356 in their three line items. I removed the $4000.00 line item for fines and placed it in the carry over amount. I adjusted payroll and payroll taxes after reducing the number of hours for the new tech/marketing position from 18 to 10 hours per week. I also added a line item for the cell phone. These adjustments gave us an increase of $3,000 in the budget.

-The quarterly report for Jan – March has been submitted for the Tech Takeout grant. The final reimbursement request of $1320.00 for the hot spot service plans was submitted on that report.

-I plan to be out of town on vacation from May 11 to May 19 and take the 20th off when I get back.

COMMITTEE REPORTS: None

PAYMENT OF BILLS: A motion was made by Dr. Robert Marley and seconded by Joe Gilliland to approve payment of the bills. The motion passed unanimously.

UNFINISHED BUSINESS:

* The By-Laws –Review – Final Reading was presented and discussed. A motion was made by Doug Mack and seconded by Rebecca Stocke to accept the By-Laws - Review as presented. Motion was approved.
* A motion was made by Joe Gilliland, and seconded by Kari Warren, to approve, as presented and after being reviewed and discussed, the Organizational Chart-Final Reading. The motion was unanimously approved.
* After revisiting and discussing the Routine Banking Procedures – Final Reading, a motion was made by Robbin Dickey and seconded by Joe Gilliland, to accept as presented. The motion carried – unanimously.
* The Budget and Finance Policy- New- Final Reading was presented, reviewed, and discussed. Following this, Rebecca Stocke made a motion and it was seconded by Doug Mack, to accept as presented. The motion passed.
* Other Unfinished Business: The Mid-April Budget Amendment was presented and discussed. Director Corry apprised the board of the changes in Gifts & Memorials, Miscellaneous Grants, and Technology Fund. The motion was made by Doug Mack and seconded by Robbin Dickey to accept the Mid-April Budget Amendment update as presented. The motion carried.
* Other Unfinished Business continued: Dr. Robert Marley made a motion to approve the Final 2022-2023 Budget as presented. Robbin Dickey seconded the motion. The motion passed.

NEW BUSINESS:

* The Personnel Policy-Review-First Reading was presented, discussed, and reviewed. It was decided to revisit the Personnel Policy again at the May meeting.
* The Sexual Harassment Policy-New-First Reading was presented, reviewed, and discussed.
* The FY2022-2023 Board Meeting Dates and Times was presented. After perusal of said document, a motion was made by Joe Gilliland and seconded by Rebecca Stocke to accept the Board Meeting Dates and Times as presented. The motion carried.
* The next order of business was Reappointment of Trustees: Joe Gilliland, Doug Mack and Kari Warren for another three-year term on the Flora Public Library Board. Their terms will expire May 2025. The motion to approve the trustee reappointment was made by Dr. Robert Marley. This motion was seconded by Rebecca Stocke. The motion passed unanimously.
* The Election of Officers was the next item on the agenda. Rebecca Stocke made a motion to re-elect the current slate of officers. Before a Second could be made, Dr. Robert Marley asked to be recognized. He informed the Director and Board Members present that he was announcing, with regret, his resignation -at the end of his term in May- from the library board. The motion then died for lack of a second due to the fact that Dr. Marley was currently the Treasurer. Following this announcement, Kari Warren was asked if she would be willing to assume the duties of the office of treasurer. Kari agreed to this. The following motion was then made by Rebecca Stocke: she motioned to appoint the current officers to the same positions held now, with the exception of having Kari Warren replace Dr. Robert Marley as Treasurer. This was seconded by Doug Mack. The motion was voted on with it passing unanimously. The officers for the 2022-2023 and their offices are: President- Maralee Johnson, Vice-President- Robbin Dickey, Secretary- Karen Briscoe, and Treasurer- Kari Warren.
* A discussion was then held concerning the purchase of a cell phone for the library and a portable movie screen. Director Corry presented several options with the Board deciding to purchase the TCL 30XE 5G (13MP Triple Camera System, 6.5”HD display, 8MP Front Face Cam, L .34” x H 6.46” x W2.95”, 4GB RAM, 512 Max Memory, 6B, color: Shadow Black) for $228 taxes included with the $25 monthly plan, and possibly a $10 SIM card and additional start up fees deemed necessary. The motion to purchase these items was made by Joe Gilliland with Robbin Dickey seconding the motion. The motion was put to a vote and it passed unanimously.
* Following this action, information was presented concerning purchase of a Portable Movie Screen. Director Corry and library staff members, Angela Garrett and Tina McCormack studied and reviewed several options with the committee deciding on the two best options to present to the board at its monthly meeting. Of the two options presented, the board chose the CZGBRO Outdoor Movie Screen with the following options: detachable and washable screen, fast inflation, ground stakes x 6, ropes x 4, easy carry bag, full-size 16.9 widescreen and a professional 350W 110V air blower.

The cost for the CZGBRO portable movie screen package is $119.99. Doug Mack made a motion, which was seconded by Kari Warren, to make the purchase of the CZGBRO Outdoor Movie Screen package. The motion carried with all 8 members present voting to accept this package.

* Other New Business: A reminder was given to the board members present, by President Johnson, to begin thinking of possible names of persons, living within the City Limits, to serve on the Flora Public Library Board- as a replacement for Dr. Robert Marley. The names of potential candidates may be presented at the May board meeting.

EXECUTIVE SESSION (WHEN NEEDED): None

UPCOMING MEETINGS /EVENTS: None

ADJOURNMENT: The meeting concluded at 7:50 p.m.

Submitted by: Karen Briscoe 04-15-22