

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

Present: Juanita Shope, Kristi Early, Jan Timms, Justin Shook, Kim Lovell, Pat Stueck, Helen Gillespie, Robert Knighton, Friends of the Library representative, Dyana Costello Banks

Absent: Scott Crane, Delana Knight

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

Approval of Minutes:

The minutes from the January 6, 2022 meeting were presented, reviewed, and corrections were made to read:

Corrections:

Correct the spelling of Pat Stueck's name throughout the minutes.

Pat is the Chair, not Vice Chair (page 1)

*Dyana's notes, remove extra the from sentence about working with Deana.
(page 3)*

Approved as corrected. (Timms, Shook)

Treasurer's Report:

Dyana presented the Treasurer's report.

**RCPL Activity Report
Quarter 3- FY 2022
Report Date: September 30, 2021**

Cumulative FY 2022 Year to Date Report: January 1 to March 31, 2022

Net Changes to Cash Fund Balance- YTD	+4,029.91
Balance at the end of this quarter	94,817.09
Money Market	25,297.59
CD	16,683.02
Total	136,797.70

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

Recognition of Visitors:

No visitors were present.

Pat introduced Kim Lovell as the new board member who replaces Brenda Cathey.

Report from the Library Manager:

Dyana presented the Library Manager report.

**Public Service Activity
Quarter 3- FY 2022
Report Date: March 31, 2022**

	FY 22	Pervious Quarter	
Circulations	12,183	12,356	-1.40%
e-Library	2,334	2,243	4.05%
Program Attendance	95	-	-
Computer Usage	854	942	-9.34%
Wireless computer usage	13,520	18,054	-25.11%
Total measured usage	41,372	33,595	23.15%

Patron Registration	90	79	13.92%
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- In honor of Brenda Cathey's service on the Board of Trustees, several of her favorite books have been purchased. A bookplate will be displayed in each book in recognition of Brenda's service.
- The shelves for the Community Room have been ordered and are expected to arrive in late July.
- Selecting storage cabinets for the Community Room is an ongoing project.
- Dexter Allen will be building more shelving units for the library. This will be an ongoing project.
- Shelving units have been purchased for the storage room and items not needed by the library are being discarded.
- A die cutter has been ordered.
- Four additional tables have been ordered and should arrive before Summer Reading starts.
- The seating area in the Young Adult area needs to be replaced. The process of finding suitable replacements has started.
- The library has started holding in person programming since late February. Monthly events include:

- The Foxfire lecture series with the third lecture this month. Kami from Foxfire selects the presenters.
- The Foxfire Fiber Friends group is also meeting in the Community Room.
- Wednesday movie matinees have started once again. The FOL purchased the license and are providing the refreshments for the movies. At this time, we are holding movies on the first and third Wednesdays of the month.
 - Due to limitations from the licensing company, we are limited on what we can announce in the newspaper and radio.
- Crafternoon has also started and is held the fourth Tuesday of each month.
- Currently both the Friends of the Library and Ferst are using the Community Room for their monthly meetings.
- Preschool Storytime has been in person since February, and we have seen both old and new faces.
- Summer Reading Program
 - The SRP plans are moving ahead.
 - Request for local support:
 - A list of local businesses the library has reached out to is provided. Included are businesses we hope the Library Board will reach out to. Please let me know who is reaching out to what organizations so we do not reach out to the same business multiple times.
 - This year Beanstack will be an option for the patrons of our library. We are having several short Beanstack challenges between now and the start of Summer Reading.
- The Friends of the Library has provided amazing support to the library and its programs.
- Timesheets have been digital since the beginning of the year and it has been great, especially when the library was closed for weather or when employees are out sick.
- Budget for FY23
 - On March 24, the library budget was presented for FY23.
 - On April 21, there is a meeting with the Commissioners to answer any questions the Board of Commissioners might have regarding the budget request. I will be attending.
- Lib Tech Funding FY22 request has been made and now waiting on approval.

Additional comments from the report from the Library Manager

- A second self-check station has been set up in the Book Shop. Patrons who need additional help may ring the bell for library staff assistance.
- The LibTech funding will allow for 5 to 8 new computers.

- Melissa and Dyana met with David Conley to review the yearly library budget requests. Dyana reported the meeting was brief and concise.

Reports from Committees:

Building and Grounds

- The landscaping will be installed before the hot season and completed before the Summer Reading Program.
- Ali will be painting the windows for the summer reading program. Library signage will be incorporated in her window designs.
- The interior security camera system will be upgraded to improve monitoring throughout the library.
- The restroom renovation project remains on hold.
- Shelves have been ordered for the Community Room, the storage room, and to replace dated shelving throughout the library.

By-laws

- Corrections have been made by the by-laws committee to remove the library hours and usage hours of the community room from the handbook.
- The by-laws committee will meet in May to continue to review and update the library handbook.

Financial

- The financial committee requested a 10% budget increase from the county commissioners.

Committee Membership

Committee assignments were made for the 2022-2023 year.

- Financial: Juanita, Chair, Pat, and Dyana
- By-laws: Jan, Chair, Helen, and Kim
- Building and Grounds: Kristi, Chair, Justin, and Dyana
- Library Manager evaluator: Pat

Report from the Director

Dyana gave Delana's Director's report.

Director's Report to follow the minutes.

Friends of the Library Report:

- FOL membership drive and annual renewals have gone very well with membership up 50% overall.
- FOL has received recent donations from Walmart, United Community Bank, and the Lake Rabun Foundation, as well as generous individuals.
- Fundraising event at Currahee Brewery in March raised almost \$2,000 in tips and donations and 28 new memberships.
- Spring Book Sale scheduled for May 2-6.
- FOL is sponsoring and providing refreshments for the Foxfire lecture series and the library movie presentations.

Communications

No communications to report.

Unfinished Business

No unfinished business to report.

New Business

Staff Day request for April 26.

Approved. (Timms, Early)

Northeast Georgia Regional Library System Participation Agreement

Approved. (Shope, Timms)

Regional Board Membership

Jan, Helen and Pat were appointed to serve on the Regional Board

Approved. (Timms, Lovell)

Nominating Committee Recommendations

The nominating committee recommended the following officers:

- Chairman: Pat Stueck
- Vice Chairman: Juanita Shope
- Secretary: Helen Gillespie
- Treasurer: Dyana Costello Banks
- A motion was made to approve the officers. (Timms, Lovell)

Other Discussions

No other discussions

Next scheduled meeting- Thursday, July 14 at 5:30 pm

Adjournment Time 6:30 pm

Report from the Director

Affiliate Participation Agreement

Northeast Georgia Regional Library System's (NEGRLS) affiliate participation agreement had not been reviewed or updated in many years. A committee of the Regional Library Board made mostly grammatical revisions to the document and it was approved with the revisions at the January 25, 2022 Regional Library Board meeting. This document was emailed to you last week for your review and today I ask for this Board's approval of the document, and for Pat Stueck as Chair to sign it on the Board's behalf.

FY22 Amended Georgia Budget & Proposed FY23 Budget – notes

In the FY22 Georgia State Amended Budget, libraries will receive an additional \$3 million for Major Repair and Renovation (MRR), and \$2 million for technology state-wide. NEGRLS will receive \$36,232.31 in LibTech funds to be encumbered by June 30, 2022. Rabun County Library's allocation is \$5,072.52.

Exciting news: The Georgia State Budget for FY23 includes an increase to the materials grant from \$.40 to \$.60 per capita. Although, the budget has not yet been signed by the Governor, this increase to materials funding is expected to remain in the final budget.