

Richmond County Public Library Board of Trustees
Minutes – January 12, 2016
RCC Warsaw Campus Board Room

Members present: Dayle Collins, Chairman Margaret Kurtz, Finance
H. Gwynne Tayloe Courtney Sisson

Also present: Jane Kemper, FOL Liaison; Dan Ream, Library Director; Ruth Lynn, Outreach Coordinator; Linda Taylor, Recorder.

D. Collins called meeting to order at 4:01 p.m.

Minutes - C. Sisson moved to approve the December 8, 2015 minutes as corrected. H. G. Tayloe seconded. Motion approved.

Financial Report - M. Kurtz presented a 12/1/15-12/31/15 Cash Report showing the following: a beginning balance of \$15,458.95; deposits of \$900.42; disbursements of \$7,960.03; and an ending balance of \$8,399.34. The Union Small Business Checking Account has a balance of \$24,319.15.

Operations - D. Ream reviewed the Operating Budget spreadsheets noting the large library materials expenditure of \$7300 and the \$105 reimbursement to him which covered Facebook advertising charges. It was agreed to add a separate expenditure line for databases. Under donations, Richmond County Fair Association gave \$100 and the RCC Friends of the Library gave \$300 in support of the Santa event. \$500 had been received from the Cage Grant.

Signage – D. Collins delivered the signage down payment to Mr. Thomas. Completion of the sign is expected mid-March. It was agreed to host an inauguration of the new sign.

Status of Trustee recruitment – tabled until the next meeting.

Status of Five Year Plan – C. Sisson reported she is reviewing the plan. D. Collins desires for the plan to focus on increasing outreach in the area of children’s literacy. D. Collins has shared research that supports the importance of children reading including the benefits of parents reading to their children.

Accounting/Reporting – special checking account – D. Collins wants clarification concerning expenditures from the special checking account and wants the notations reported on the Cash Report.

Advertising of library services – D. Collins would like to see an increase in advertising the services provided by the library, including adding QR codes in these ads.

Program to encourage parents – D. Collins reiterated the importance of childhood literacy and would like to see the library provide programming that encourages parents to read to their children. With a limited amount of outreach hours available, it was suggested that pulling in community volunteers could help provide additional programming. When the board of supervisors visits the library, D. Collins would like members’ support in expressing our need for additional outreach funding. Our part in elevating childhood literacy would help improve educational levels and lead to an improved economy.

Library Report – D. Ream shared the proposed FY17 budget request sent to the board of supervisors which included a \$5000 increase. The increase is vital to the library in its quest to reach the targeted required median necessary to continue receipt of state aid. D. Ream noted the upcoming board of supervisors March budget hearing and asked for a show of support by attending. D. Ream demonstrated the Overdrive e-book database that is being purchased from SOVALUe.

Outreach – R. Lynn reported a successful Santa event, partnering with college events, offering a Winter Reading program and continuing visits with local preschools and the elderly.

FOL Report – J. Kemper noted to expect an upcoming newsletter with event details and encouraged everyone to visit the FOL Used Bookstore.

Presentation to new supervisors – D. Ream will email Morgan Quicke to establish a date and time and will share details with the trustees.

With no further business, H. G. Tayloe moved to adjournment. C. Sisson second. Meeting adjourned at 5:05 p.m.