

Jefferson County Library System Board of Trustees Meeting, February 12, 2018

Wadley Library

Present: Bill Cain Jan Wren
 Damita Bynes Carol Taylor
 Deborah Wilkerson Rebecca Gibbons
 Jim Harrison Josephine Johnson

Absent: Sharon Fleming
 Annie Englett

Chairman, Deborah Wilkerson called meeting to order @ 5:43 PM.

She asked Jan Wren to take minutes, due to Sharon Fleming's absence.

Damita Bynes made the motion to approve minutes from previous meeting in November 2017. Jim Harrison seconded, and the motion passed with no opposition.

Election of Assistant Chairperson

Motion was made by Jan Wren to nominate Danita Bynes to be assistant chairperson/moderator. The motion passed unanimously.

Carol Taylor presented the Financial-Budget and answered questions and provided explanation as necessary.

Operating Accounts and CD's and Funds. The board requested that a list of what each fund is used for be presented at the next meeting. The board also requested that a line item showing the Contingency Fund \$48,500.00 be added to the budget.

Bill Cain made the motion to accept the financial report. All voted in favor.

Carol informed the board that a new telephone system must be in place by June 30th. She reported that the Georgia Technology Authority offers savings of about \$4000.00. Dropping ATT. The board suggested that she try to negotiate price with AT& T before making her final decision and requested that she notify the board by email once she's made her decision.

A motion was made to amend the JCLS policy for drug testing in order to make it consistent with policies of other county boards. Approved unanimously.

The policy regarding use of the library van was discussed. If an employee needs to go to another branch on business, two options exist: 1) Use Van.

2) Use own vehicle

Deborah Wilkinson made the motion that a new policy be accepted which states that if an employee uses

his/her own vehicle because the van is already in use, he/she will be reimbursed. However, if the van is available and the employee opts to use his/her own vehicle, reimbursement will not be made. Jim Harrison seconded the motion, and it was passed without opposition.

Carol informed the board of some challenges to keeping the branches open full time because of some personal issues affecting library employees. She is hiring two part time employees to split the necessary hours. The board authorized her to do what is best within the budget.

A motion was made by Jim Harrison to match the federal mandate by revamping our unpaid leave policy by removing the last paragraph in the existing policy. If an employee requires more time off, the decision will be the director's. The motion passed.

Read Across America will be observed March 2, 2018 @ 9:30AM.

The next board meeting will be May 21, 2018, at the Louisville branch.