



AHJ REGIONAL LIBRARY BOARD
Estill Public Library
Tuesday, January 10, 2023
6:00 PM

MEETING MINUTES

CALL TO ORDER

The quarterly regional board meeting was called to order at 6:04 p.m. by the Chair, Frances Chavous. Trustees in attendance were Frances Chavous, chair, Charles Carlson, Stu Shatz, Myrtle Sumter, Glenice Watts, Sandi Vito (virtually), Dawn Winn, Emerson Wiles, and Carolyn Fortson, regional director.

APPROVAL OF MINUTES

A discussion was held regarding the board-approved amounts for employee Christmas bonuses for 2022. The board approved \$100.00 for full-time staff, \$50.00 for part-time staff, and \$200.00 for the regional director. The director asked two board members for clarification on the amounts but both trustees could not recall the board-approved amounts. So, the regional director gave directions for full-time staff to receive \$150.00 and part-time staff to receive \$100.00, which is what they received in 2021. The regional director apologized for her mistake in this mishap.

The minutes from the September 13, 2022 meeting were amended with the following correction: the board approved \$100.00 for full-time staff, \$50.00 for part-time staff, and \$200.00 for the regional director.

RECORDING THE MEETINGS

A trustee suggested that the meetings be recorded since it is hard for Carolyn to take notes and report on items as needed. The board agreed that the regional director could record the regional board meetings using her phone. Another trustee felt it necessary to state that if you make a recording of the meetings, and someone files a lawsuit, then the recording is "discoverable".

OLD BUSINESS:

Clinton College Distance Learning Grant

Carolyn gave an update on the Clinton College Distance Learning Grant. The board agreed that the grant was now defunct and closed for discussion.

Hardeeville Library & City of Hardeeville

Ms. Chavous gave an overview of the concerns/issues that have plagued the Hardeeville Library and the City of Hardeeville regarding their Community Room usage. She then gave Carolyn the floor to share the latest update. Carolyn stated that she has been in contact on a regular basis with Darlene to assess how things were going with the online scheduler and room usage. She reported

that there have been no major issues or concerns except the air conditioning that failed during the Voter registration week. The HVAC system has been repaired and there are new city facility employees that seem dedicated to ensuring the HVAC system works properly. A meeting is scheduled for 1/26th at 10:30 AM in the Hardeeville Library for both parties to provide a status update, which is what the agreement that was made six months ago.

NEW BUSINESS:

AHJ Regional Library By-Laws

The board agreed that at the next meeting, the Agenda would basically be to review and hopefully approve the By-Laws for the regional board. The By-Laws for Jasper County and Hampton County are ready for review and approval as well. Carolyn sent the draft out to the respective groups.

Mileage Reimbursement Rate 2023

The board approved that the AHJ Library should “mirror” what the IRS rate is each year instead of having to vote each year. Sandi made an amendment to the motion to include: “Staff should use the van whenever it is practical rather than using personal vehicles that require requesting mileage”. Stu and Myrtle seconded the amendment.

QuickBooks

The board approved the purchase of the latest version of QuickBooks for the library’s financial system. The motion was made by Glenice and seconded by Suzanne.

Policies and Procedures

Circulation Policy and the Internet Use Policy are in draft form. We also have the Personnel Manual which is very outdated and must be updated as soon as possible.

DIRECTOR’S REPORT

Audit: The audit has been completed and all is well.

Courier: It was suggested that we try VA, post in libraries, Newspapers online, post in libraries,

SCLENDS – migrating to new software, SIRSI. Carolyn spoke about the importance for the branches to begin weeding and cleaning up their collections so that their lost books, etc., can be cleaned up. So we can start the new software with a clean database.

BOOKMOBILE UPDATE – The Regional Director presented an update on the status of the bookmobile. Carolyn was asked to prepare a report: on available grant opportunities, types of vehicles, other funding options, and matching funds.

TRUSTEE TRAINING - Jasper County’s Library board has been asking for this overdue training which is needed for all trustees. Carolyn will be scheduling the session with the presenter, Tiffany Haynes, Library Development director at the State Library. Be on the lookout for upcoming dates/times for the training.

Respectively submitted,
Carolyn Fortson, Regional Director
January 12, 2023