CROSS COUNTY LIBRARY

BOARD OF TRUSTEES MEETING

December 16, 2014

**Call to Order and Roll Call:** The meeting was called to order at 1:11pm by Board Chair, Carolyn Imboden at the Wynne Library with four Board members present; Kitty Bingham, Reta Ragland, and Joy Shepherd; Claire Miller, Operations Manager for Cross County; John Paul Myrick, Executive Director.

**Reading and Acceptance of Minutes:**

The June 24, 2014 minutes were presented for approval. After discussion, Joy Shepherd motioned to adopt the minutes, Kitty Bingham seconded the motion, all aye. Motion carried.

**Public Participation and Communications:**

New elected, Judge Donny Sanders was in attendance today.

**Financial Reports and approval of bills:**

Financial Reports for June 2014 through November 2014 were presented. The Cross County Board Board Chair and Executive Director had chosen to cancel meetings due to lack of business and thus there were multiple Financial Reports presented. At the Quorum Court Meeting the evening before, it was announced that the library is estimated to receive an extra $30,000 in millage in 2015 than what was budgeted for. Discussion of corrections to be made in the Favorable/Unfavorable report were discussed. Kitty asked about Janitorial Supplies and John Paul explained we were contracting with Unifirst and he had been making trips to Sam’s Club to try and save the library money in this area. Kitty also asked about Copier and Printer because it was over-budget. John Paul said he thinks the repairs we required within the last few months to both copiers is most likely the cause. He has been purchasing paper at Sam’s to try and cut costs. Carolyn asked where the money would come from to balance the budget and John Paul explained that while some columns are over-spent, others are under-spent which will allow for funds to be reallocated covering the overages. Joy Shepherd asked why Children and Teen Materials were so underspent and John Paul said that he had taken note of that and had recently purchased up to $6,000 books. Telecommunications was over-spent because we are still waiting for e-rate discounts to begin. We are starting receive credits now. Reta Ragland motioned to accept the financial reports as discussed, Kitty Bingham seconded the motion. All aye, motion carried.

**Operation Reports:**

Claire Miller presented the Branch Manager Report for Cross County Library. She highlighted the flu clinics, book club, and other programming. She also mentioned the Christmas Parade and the Holiday Open House with the Kinders. Reta asked about the 12 copies of Perfect Peace in Cherry Valley and if we had located a place to meet. Claire explained that 12 copies had been left at the library space at Cherry Valley City Hall with book discussion bookmarks. Several had disappeared upon her last visit within the last month. Twelve copies were also handed out at Hickory Fest. Reta also asked about zero circulation in Cherry Valley and Hickory Ridge. Claire said that Hickory Ridge is locked up most of the time but that Stacy will usually help with circulation at Cherry Valley so patrons must have been busy in November and not stopped to check out anything. They usually average 14 checkouts a month or more. Claire talked about the new Gale databases and how the library plans to market them. Carolyn recommended talking to Rick Wimberly at the County Extension Office to see when the Farm Meetings are as the new Chilton’s auto repair database might be something the farmers can use.

**Unfinished Business:**

N/A

**New Business:**

Disposition of Surplus Property – John Paul presented the Trustees with a list of old desk phones to be discarded as per state guidelines. He mentioned the improved phone system, highlighting there is less risk of hearing a busy signal. Reta Ragland motioned to dispose of the phones, Kitty Bingham seconded the motion. All aye, motion carried.

Employee MLIS Scholarship Approval – John Paul announced that Tess Rawls had completed 15 of her hours in the Library Program at The University of North Texas. She had received a scholarship from the school for half of the tuition and fees but she is now applying for the scholarship through the State Library.

Recommendation on Employee Training - John Paul then announced that Tess had been chosen as one of 15 students to attend special courses in China. The cost to do this is approximately $3,000. John Paul asked the Trustees to consider paying a portion of this amount to assist her with the financial burden. It is a great honor, she is an excellent student. This payment would be a one-time donation towards her special courses. Joy Shepherd said that she is all for supporting education but she doesn’t want the library to set a precedent that they are unable to fulfill for future employees. Reta Ragland motioned to table discussion until the Continuing Education Policy could be reviewed by all Trustees. Kitty Bingham seconded the motion, all aye. Motion carried.

Library Board Appointment – Discussion began about finding a replacement for the vacancy on January 1, 2014. John Paul said that he had been analyzing the demographics in our county and had tried to find a new trustee that would best represent the area we serve. Carolyn said that it was important the new trustee be an active patron of the library. Carolyn and Reta mentioned that they missed have a male trustee who could give another perspective to discussions. John Paul also discussed finding a trustee from Parkin since they currently did not have representation. After his research, mentioned Mayor Patterson and Jerry Harvey from Parkin. He was no able to speak with Mayor Patterson but he has heard that his health makes it difficult to attend meetings. Jerry Harvey has not gotten back with him yet with an answer. Martin Smith from Wynne was another choice. There was discussion about losing him as a landscape designer and the possibility that he might be spread thin. He is willing to sign on as long is there is not a conflict of interest. If he became a trustee, he could not work on any building project for the ECARLS or Cross Board, but he could continue to work on the current Woodruff County addition. He could choose to resign if he wished to do a project for us. Kitty Bingham recommended Debbie Davis and Reta Ragland asked about Willie Patterson of Parkin. She knew him from his work at Cross County Schools. Joy Shepherd recommended both Jerry Harvey and Martin Smith. She was concerned about replacing Martin if we needed him to do a construction project for us. The Trustees asked Judge Donny Sanders about his thoughts on the matter and he said that he wanted the recommendation brought to him to be a consensus from all of the Trustees and that the person chosen be someone who can make it to the meetings. It was important to him that all Trustees have input on the decision and he trusts their judgment on the matter.

**Trustee Comment Period:**

None.

**Adjournment:**

Before adjourning, John Paul presented Carolyn Imboden a special clock recognizing the ten years she served on the Cross and ECARLS boards. Everyone thanked her for her service. She said it has been a good ten years though it hasn’t always been easy and she’s learned a lot about how the library works in the process. Kitty motioned to adjourn the meeting, Joy seconded the motion. All aye, motion carried. The meeting was adjourned at 2:38pm.

Respectfully submitted,

Claire Miller

Operations Manager, Cross County Library