

Argyle Community Library Board Meeting Minutes January 14th, 2016

Present: Kim Summers, Jennifer Fry, Dianne Feasby, Dan Feasby, Marva Jackson, Erin Lambert and LSB Rep-Steve Davis

Absent: Patti O'Handley, Sandra Johnson, Erin Lambert, Dianne Feasby
Volunteers present: Michelle Weller

Welcome: to the Board Members from Kim Summers at 9:06 am.

Minutes from November's Meeting: Motion to accept December's minutes by Dianne Feasby and seconded by Marva Jackson. All in favor. Carried.

Treasurer's Report/Petty Cash: balance forward \$11,971.31, petty cash \$400.00.

Report to the CEO: emailed to board members, lsb rep, and volunteers.

Old Business from Minutes:

A. Volunteer schedule: Monday, January 18, 25. Thursday January 28. Let's sign-up for February's library shifts.

B. Wish List: Sandi is looking for a reading carpet for the library through the school. Motion for Dan Feasby to purchase a projector and research a source and price, email board with that update. Steve Davis accepts, and Dianne Feasby seconds the motion. All in favor. Dan Feasby would like to motion for projector to be deleted from the library system, recycle the projector but keep the remote and cords for the working projector. Erin Lambert seconds this motion, all in favor. A motion from Dianne Feasby to delete a laptop from the library system due to the battery lifespan is no longer working, recycle the laptop Dan Feasby seconds this motion, all in favor.

C. Update to LSB: no update.

D. Orders for Approval for payment: Chapters order of \$80.43 for December order. Acclaimed Sound purchase of a carrying bag for equipment, invoice purchase \$303.97. Motion to approve payments to by Erin Lambert and seconded by Marva Jackson. All in favor.

E. Overdrive: invoice to be paid this month.

F. Library Procedures and Policies: are being updated and volunteer meeting to be scheduled soon to go over the new updates.

M. Any other old business: none.

New Business:

A. New Process for DVD's: Patron's choose their dvd, bring to check-out, and volunteer will find the jewel cd case that has the matching movie. The DVD gets placed into the movie case and signed out to the patron. The empty jewel case is put into the signed out section for the dvd's in office on shelf. Thanks to Kim for organizing, and to Michelle Weller and Jennifer Fry for assisting Kim with the changing over of DVD's.

B. Any other new business:

- **Forest of Reading:** volunteers will notice a label on the spine that indicates that it is 2016 Forest Book to be placed on display with the Forest of Reading books. The reading program chart is outside on the bulletin for a quick check if needed. Prizes for the readers each week starting February to reward the readers and motivate the fun of reading for the students, Erin Lambert would like to motion for Jennifer Fry to purchase prizes for the students in the amount of \$90.00 that would cover a span of three months of prizes, this would be an average draw each week. Marva Jackson seconds this motion, all in favor.
- **TD Summer Reading Program:** Jennifer Fry will sign the library up for the program to be ran throughout the summer. Next meeting discuss the options of who will run the program, and crafts, supplies.
- **OLA Conference in Toronto:** Jennifer Fry was selected to attend this conference by the NNDSB. An expo is held during the conference with publishers, network marketing, and any tools that would correspond to public libraries or library. Erin Lambert, would like to motion that Jennifer Fry receives \$200.00 to purchase new childrens, young adult, and adult books for the community library from the expo. Marva Jackson, seconds this motion. All in favor.
- **Petty Cash Increase:** Dianne Feasby would like to motion that the petty cash be increased to \$600 from \$400.00. Marva Jackson seconds this motion, all in favor.
- **Capacity Grant:** information will be updated at the next meeting and possibly by email to members of the board.

NEXT MEETING will be scheduled on: February 22nd, 2016 @ 9am

Please keep in mind that we need 5 members for an official meeting.

ADJOURNMENT: Motion to adjourn meeting. Moved by Dianne Feasby and seconded by Dan Feasby @10:24 am. All in favor. Carried.