

ARGYLE COMMUNITY LIBRARY BOARD

MEETING MINUTES

MARCH 22, 2016

1..WELCOME: @ 9:05 a.m , members present: Steve Davis, Dan Feasby, Dianne Feasby, Erin Lambert, Kim Summers, Patti O'Handley.

members absent: Jennifer Fry, Marva Jackson, Sandi Johnson

2. MINUTES FROM PREVIOUS MEETING: Motioned by Dan to accept, Seconded by Erin, Carried.

3. TREASURER'S REPORT: \$8,491.34 Balance, motion to accept financial report by Kim, seconded by Erin, carried.

4. CEO REPORT: presented by email

5. OLD BUSINESS

a) VOLUNTEER SCHEDULE: There are some dates still open for April, will send an email out to volunteers.

b) WISH LIST: Dan to order a shelf for the movie dvds in the office to tidy them up, Kim to check on office supplies, PA System is bulky in the current case, Dan to look into something more manageable, smaller.

c) UPDATE FROM LSB: None

d) ORDERS FOR APPROVAL: Indigo \$19.28, \$389.30, Magazine subscription \$275.05

e) DROP BOX: No update

f) LIBRARY PROCEDURES: Kim is finalizing

g) DVD SYSTEM IS COMPLETED

h) FOREST OF READING- PRIZES PURCHASED: Because this has not been done, at this point we will not be buying prizes. We reverse our decision. Motioned by Erin, seconded by Erin, carried.

I) TD SUMMER READING PROGRAM: Marla ordered supplies, touch base with Jesse who has helped in the past, determine hours we will run our program and possibly work with the summer day camp program.

j) CAPACITY GRANT UPDATE: Dan filed paperwork! Great job Dan!

k) OLA PURCHASES: Jennifer was given \$200.00 cash to purchase books, spent \$246.30, Jennifer has been reimbursed the \$46.30 from petty cash. Books are here in the library.

l) OLSN VISIT FEB 25, 2016: Dan attended, the meeting was not very informative.

m) ANY OTHER OLD BUSINESS: New projector is here in new case, headphones to borrow within the library are here, Scanner is here and Dan will install software on the smart board laptop, the scanner will be kept on the top of the black cart in the office for use in the library only.

NEW BUSINESS

a) CATALOGUING PROCEDURES: All purchases made with ACLB money will be dated and stamped, paperwork filled in on order sheets in pink binder in the office, people notified if a book has been requested. These are our procedures which must be followed.

b) RESIGNATION: Jennifer Fry has given her resignation to the board, Jennifer will still provide us with a CEO report. Kim has volunteered to take on the job of minutes.

c) PROCEDURE FOR PURCHASING REQUESTED BOOKS: All book requests must be entered into our pink binder for purchases.

d) ANY OTHER NEW BUSINESS: All donated books to be looked at by an ACLB rep and dealt with in a timely manner, kept or donated to Trash and Treasure or returned to the donator if requested.

NEXT MEETING: Monday April 11, 2016 @ 9:00 a.m.

Motion to adjourn by Kim, seconded by Dan, carried