

Argyle Community Library Board Meeting Minutes November 11, 2015

Present: Patti O'Handley, Kim Summers, Jennifer Fry, Dan Feasby, Marva Jackson, and Dianne Feasby: LSB Reps, Daryl Rogerson

Absent: Sandra Johnson, Steve Davis, Erin Lambert

Welcome: to the Board Members from Patti O'Handley at 9:10 am.

Election of Officers: our new elected officers are: Chair Person, Patti O'Handley. Vice-Chair Person, Kim Summers. Treasurer, Dianne Feasby. Secretary, Jennifer Fry. Directors, Dan Feasby, Marva Jackson, Sandra Johnson, Erin Lambert

Minutes from October's Meeting: Motion to accept October's minutes by Kim Summers and seconded by Marva Jackson. All in favor. Carried.

Treasurer's Report/Petty Cash: See Treasurer's report. Balance of \$13 175.15. Petty cash of a balance \$400.00. Motion for the Treasurer's Report to be accepted as presented by Kim Summers and seconded by Marva Jackson. All in favor. Carried.

Report to the CEO: September & October report all in favor.

Old Business from Minutes:

A. Volunteer schedule: November's calendar is all signed up for. December 3rd is the only date in December that needs a volunteer. December dates all signed up for. Please sign up for January, especially the first two weeks.

B. Wish List: motion to approve Dan Feasby to purchase a lapel microphone and carry bag for the PA System. Marva Jackson motions, and Kim Summers seconds. All in favor.

C. Update to LSB: presenting budget and officers.

D. Orders for Approval for payment: Chapters order of \$241.24 and \$7.55, \$20.96 for October's book requests and suggestions and back orders from Chapters. Motion to approve payments to Chapters by Marva Jackson and seconded by Dan Feasby. All in favor.

E. Library System: deferred.

F. Overdue material: Dianne Feasby has seen excellent results from her reminding patrons of overdue material.

G. Recruitment of Volunteers: some new volunteers have been in for training with our regular volunteers. We welcome our new volunteers to our group.

H. Communication Log for Volunteers: please follow your library procedures and policies in your file folder. A communication log is in the pink binder for each volunteer to sign activity after each shift.

I. Equipment Reservation System Update: Calendar up on bulletin board for reservations for each month. Each shift volunteers need to be checking reservations and holds of equipment, dvds and books. Concerns with equipment not working needs to be emailed directly to the board members, emails are located on file cabinet.

J. Budget Review and Submittal: Motion to approve budget as it's presented by Marva Jackson and seconded by Dan Feasby.

K. Drop box status: Patti will update us with the progress of drop box.

L. Volunteer meeting update: Defer until next meeting.

M. Any other old business: none.

New Business:

A. Overdrive Renewal: members approve of renewing the overdrive account for patrons to utilize at home or community library.

B. School Donation Christmas Basket: Holiday Theme, volunteers please add to this basket. If you have something at home to add please bring in.

C. Book and DVD Order: Kim and Jennifer will look after ordering new releases for books and dvd's. If you have suggestions for dvds or are purchasing some for library, please email Kim directly with your request to purchase new dvds.

D. DVD cases on shelves: volunteers please look at new releases chart in office to hold new dvds in office. They are not to go out onto the shelf in library.

E. Any other new business: equipment sign-out is 3 weeks, renewal of 3 weeks later, after that patron has a 3 week waiting period before they can sign out the equipment again. Example: laptops.

F: Excuse Member: motion to excuse Marva Jackson from board from December till April 2016. She will join meetings through facetime. Motion to accept by Dianne Feasby and seconded by Jennifer Fry.

NEXT MEETING will be scheduled on: December 10th, 2015 @ 9am

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

ADJOURNMENT: Motion to adjourn meeting. Moved by Marva Jackson and seconded by Dan Feasby @11:30 am. All in favor. Carried.