



AHJ REGIONAL LIBRARY BOARD
Estill Public Library
Tuesday, October 10, 2023
5:00 PM

MEETING MINUTES

CALL TO ORDER

The quarterly regional board meeting was called to order at approximately 5:15 p.m. by the Sandi Vito. Trustees in attendance were Sandi Vito, chair, Frances Chavous, Glenice Watts, Charles Carlson, Emerson Wiles, Julie Mikols, Artheen Fitts, Dawn Winn and Carolyn Fortson, regional director.

INTRODUCTIONS

The new chair, Sandi Vito, asked everyone to introduce themselves and share their background experiences applicable to being on the board.

APPROVAL OF MINUTES

The minutes from the July 13, 2023, meeting was approved as follows: Trustee Glenice motioned to approve. Trustee Frances seconded. Motion passed.

OLD BUSINESS:

Policies for Approval

Meeting Room Policy: The Internet Use Policy was adopted (approved) by the board. Trustee Dawn made the motion to adopt the policy. Trustee Glenice seconded. The motion passed.

Bookmobile Mobile Library Service Policy: The Bookmobile Mobile Library Service Policy was adopted (approved) by the board with minor amendment (RIDE IN the Bookmobile). Trustee Dawn made the motion to adopt the policy. Trustee Glenice seconded. The motion passed.

Intellectual Freedom Policy: The Intellectual Freedom Policy was adopted (approved) by the board. Trustee Glenice made the motion to adopt the policy. Trustee Dawn seconded. The motion passed.

NEW BUSINESS:

Addressing Late Appropriations form Counties

Because of the appropriations being late by all three counties, Sandi asked Carolyn, the regional director to give an update. Carolyn gave an update on each county (Allendale and Hampton promising to pay the first quarter by the end of the month). Carolyn is going to call Jasper County tomorrow morning. Sandi asked Carolyn to let them know by Tuesday the status for Jasper. And

she asked Carolyn to keep them updated so that the board members from each county can reach out to county officials if needed.

Approval of 2024 Holiday Closings Schedule

The schedule was unanimously approved.

Approval of Birthday Holiday for Employees

Sandi made a motion to approve employees be given a holiday for their birthday that must be taken within the same month as the birthday, exceptions approved by the regional director. This policy will no longer be voted on each year; it will become part of the Employee Manual.

Fall In-Service

Carolyn gave an update on the In-Service that took place yesterday.

Recruitment for a Treasurer for the Board

Sandi and Carolyn gave an update on the tasks for the treasurer. Trustee Artheen asked questions. It was discussed that the treasurer really should be in the Allendale area. After some discussion, Trustee Artheen was nominated for the position. Trustee Artheen agreed to accept the position. Carolyn will oversee getting Trustee Artheen bonded and then added to the bank account.

Establishment of a Financial Committee

Sandi asked to form a Financial Committee that would be tasked with reviewing the Audit and reporting back to the Board. Initially, meetings can be virtual (Zoom). Sandi asked for volunteers. Sandi, Carolyn, Julie and Artheen will be on the committee.

Inclement Weather Closure Policy

Sandi stated that a Jasper board member suggested that the policy be amended to close the library system when the county school districts close, then the libraries in that county can close. Due to weather or national catastrophe.

Fundraisers for Bookmobile

Sandi questioned if we need to make the Bookmobile a priority of 2024, since it has been in the shop a few times this year. Carolyn will find out how old the Bookmobile is...description...where it goes now...mileage....cost for a new one by the next meeting.

DVD Form for Missing/Damaged Items

Carolyn had copies of the form that was approved by the managers. The forms are already being used by each library.

Envisionware's PC Reservation/Print Management System

Carolyn explained how PC Reservation works. The system controls how patrons print and pay for copies. Trustee Frances asked about the usage at the smaller branches in Williston, SC, Denmark, SC and Blackville, SC. Carolyn will investigate.

Leadership Team Retreat – Proposal

Carolyn asked for approval to take the branch managers on a working retreat. Tabled until next meeting.

Director's Report

E-Rate Update – bandwidth updates

1st quarter State Aid has been received.

Appropriations: Need to meet with county councils ahead of the budget hearings. Handouts were suggested for county council members so they would have written document as well.

Strategic Planning – Trustee Sandi asked Carolyn to present plans for the Strategic Planning at the next meeting.

Next Meeting Date

The next meeting is Tuesday, January 9, 2024, at 5:00 PM at the Estill Public Library.

Respectively submitted,
Carolyn Fortson, Regional Director
December 1, 2023