



AHJ REGIONAL LIBRARY BOARD
Estill Public Library
Tuesday, April 9, 2024
5:00 PM

MEETING MINUTES

CALL TO ORDER

The quarterly regional board meeting was called to order at approximately 5:05 p.m. by Julie Mikols, vice-chair. Trustees in attendance were Julie Mikols, vice-chair, Glenice Watts, Charles Carlson, Emerson Wiles, Artheen Fitts, Dawn Winn and Carolyn Fortson, regional director.

APPROVAL OF MINUTES

The minutes from the January 9, 2024, meeting were approved unanimously.

OLD BUSINESS

Approval of Policies:

Code of Conduct Policy – policy was approved unanimously.

Collection Development Policy – policy was approved unanimously.

Dress Code Policy – policy was approved unanimously as amended.

Policy on Investments – Following a brief discussion about investments held by AHJ, it was tabled to be discussed by the Finance Committee.

Retention of Records Policy – policy was approved unanimously.

NEW BUSINESS:

Bookmobile Update – Carolyn discussed that the priority will be searching for funding sources to help fund the new bookmobile. She will be working with Tommy to “make a case” on why we need a new bookmobile and to look for funding streams.

Strategic Planning Update

Carolyn stated that she has worked on the Strategic Plan and will be sending out information shortly.

DIRECTOR’S REPORT

Manager’s Retreat

Carolyn thanked the board again allowing her to take the managers on a very productive retreat. The retreat was held February 8-10, 2024 at the Sonesta Resort, Hilton Head Island, SC.

Eclipse 2024

Carolyn briefly mentioned that eclipse glasses were ordered for staff and patrons.

Appropriations Update / Budget

Copies of the recent budget were distributed. The 1st and 2nd quarter appropriations for Allendale

County and Hampton County have been received. Jasper County is current with sending in their appropriations. The State Aid carryover funds are almost spent in their entirety. Carolyn stated the managers are ordering materials and that they are on track to spend the current State Aid funds by June 30th. Most of the funds will be spent on building the collections at all of the branches.

New Website

The new website launched on April 1, 2024. The new webmaster is in the Aiken area and has been handling updates and corrections as needed. New webpages will be added as time permits.

Baker & Taylor Visit (Commerce, GA)

Carolyn and Abigail (Allendale branch manager) will be traveling to the Baker & Taylor warehouse in May to select and purchase various genres of books on the spot. This will also allow us to purchase needed genres that can help to balance our collections but also to spend current State Aid funds. Carolyn asked a question about overnight travel. The response was that if travel funds are available, then it is fine to proceed traveling pre-approved.

PEBA Issue

Health Care benefits for AHJ employees are currently managed by PEBA of SC (Blue Cross/Blue Shield). We received notification that we cannot remain under the County's employer ID. The library pays for their benefits by writing a monthly check to Allendale County, who then pays PEBA directly. PEBA has decided that libraries will no longer be considered under the same employer ID as the County employees. We have to decide by September whether we want to remain with PEBA or we can shop around for a new provider. Carolyn and Julie decided we should submit *Optional Employer Eligibility Determination Form by the July deadline* and then wait for the next steps as was instructed. Insurance broker that could help us facilitate the process. We may also ask board members for assistance if needed. There is a September 3rd date deadline to decide if we want to consider PEBA, with a four-year membership.

Print Management System

Carolyn asked if Print Management could be added back to the Agenda for the next board meeting to see if purchasing the system is possible. She explained that print management is really needed across the system and that the managers were not happy when I shared that the print management was placed on hold. Carolyn asked the managers to email her their reasons why they needed print management at their branches. The managers sent in their statements and Carolyn said she would send out an updated proposal for the system before the next board meeting.

Next Meeting Date

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

Respectively submitted,
Carolyn Fortson, Regional Director
May 6, 2024