

MONTGOMERY CITY-COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
Minutes of Thursday, June 11, 2015
Juliette Hampton Morgan Memorial Library

Members Present

Julia Henig, Presiding
Jim Earnhardt, Katie Bell
Mary McLemore, Courtney Williams
Janet Waller, Gary Burton, Chester Mallory
Michael Briddell, Mayor's Office

Members Excused

Leslie Sanders, Thomas McPherson
Vanzetta McPherson, Leslie Sanders

Members Absent

Amy Knudsen, ShaKenya Calhoun, Ham Wilson

Staff Present

Jaunita Owes, Director
Vivian White, Assistant Director
Rebie Morris, Administrative Assistant

Call to Order:

- The regular meeting of the Library Board of Trustees was called to order at 4:05 p.m. by Mrs. Julia Henig, Board President. A quorum was established as indicated above.

Current Business:

- The minutes from the March 12, 2015 Board meeting was emailed prior to today's meeting. Mrs. Janet Waller moved to approve the minutes as presented. Ms. McLemore seconded the motion. Motion approved unanimously.

Finance Report:

- Mrs. McLemore reported that the finance committee met several weeks ago and received and reviewed the annual audit ending September 30, 2014. There were no findings in the audit and the committee recommends that the board approve the audit. Mr. Courtney Williams moved and Mr. Chester Mallory seconded the motion to accept the 2014 audit report. Motion carried by unanimous vote.

President's Report: The President delayed her report until the end of the meeting

Director's Report:

- Mrs. Owes reported verbally on the following:

The report was e-mailed to everyone in advance of today's meeting. Mrs. Owes indicated that she is open to any questions that the board might have, however her focus today is on the following:

1. 2016 Budget Request - Projected 2016 budget request re-submitted on June 8, 2015 to the Finance Department. *(Please refer to budget e-mailed on June 10, 2015 for details of the request)*

(Part I) Total budget request = \$4,753,560;
75/25% split between city/county as in
FY15\$3,565,170/\$1,188,390(projected).
Personnel projected @ \$3,735,846;
General Operations @ \$1,017,714

(Part II) Total budget = \$522,639;
75/25% split between city/county as in FY15 \$391,964/\$130,675.
Personnel cost \$216,934.

Goal # 1 is to fill 16 of 24 vacant positions which would help the library in delivering greater service to the community. Fill all Library Page positions as part time with no health insurance, as is new city policy. **Goal # 2** is to request increased funding for Books & Material based on decreased funding in this area over the last five years. This line item has gone from \$550,000 to \$225,000 and is the one and most important reason why we have a library; to offer the opportunity to our citizens to have access to information.

Members of the Board inquired of the budget process, how does it work? Mrs. Owes explained that the budget is submitted to Finance, Finance will have a scheduled meeting with each department, they will verify the numbers and provide guidance on changes/adjustments that should be made. The Mayor will meet with the department head along with the cabinet director and review the request. You may not know specifically what is approved when you leave that meeting, but you will have had an opportunity to respond to questions and ask questions of the Mayor. You will then get additional directions from the Budget Officer as they pull the budget together. They will advise us of what will need adjusting.

Mr. Williams asked why we have a Part II budget. Mrs. Owes explained that whatever does not fit into Part I, usually because Part I exceeds the level requested by the funders, goes into Part II. There is no guarantee that Part II will receive any review, however it is best to have a Part II in the event that the funder decides it can do more than originally projected. Michael Briddell confirmed this approach.

(Please refer to Director's Report of June 11, 2015)

2. *Capital Improvement Plan:* Included this year cost for improvements to the Morgan Library. Mrs. Owes stated that she tried covering all of the areas that the board seemed to have concern with and areas that perhaps the board has not seen as well.

The current projected cost is \$1.6 million and it is believed that this figure is more palatable. Mrs. Henig explained how we got back to working on the Morgan building as opposed to pursuing the leasing of another building. The numbers were pulled together

with the assistance and guidance of Doug Jones, Director of Building Maintenance for the city. *(please refer to the Director's Report dated June 11, 2015)*

Ms. McLemore made a motion to approve the Director's report as presented. Dr. Bell seconded the motion. Motion approved unanimously.

The Board discussed what would be the approach to getting the budget approved and what would be done if the budget is not approved.

Adjournment: The meeting adjourned at 5:20 p.m.

Approved: _____

Julia Henig, President

Janet Waller, Secretary

Jaunita Owes, Library Director