

MONTGOMERY CITY-COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES'
Regular Meeting Minutes of
Thursday, March 16, 2016
4:06 PM

Julia Henig, Presiding

Members Present

Betsy Atkins Katie R. Bell Shakenya Calhoun
Amy Knudsen Julia Henig Mary McLemore
Gary Burton Chester D. Mallory Janet Waller
Catherine Wright Janice R. Franklin Joseph Trimble
Mayor's Representative: Michael Briddell

Members Absent

Thomas McPherson, Excused Leslie Sanders, Excused Vanzetta McPherson, Absent
Courtney Williams

Staff Present

Jaunita Owes Karen Preuss Rebie Morris

I. Call to Order – The bi-monthly meeting of the Board of Trustees of the Montgomery City-County Public Library was called to order at 4:06 pm by President Julia Henig. The meeting convened in the second floor auditorium of the Juliette Hampton Morgan Library on the date and time noted above. Members listed above were present and a quorum was established.

II. Minutes - Minutes of November 15, 2015

Action

The minutes of the November 15 meeting were e-mailed to everyone. Mr. Chester Mallory moved and Ms. Mary McLemore seconded the motion to approve the minutes as presented. Motion passed unanimously.

III. Financial Report

Ms. Catherine Wright, Chair, Finance Committee Reporting

Mrs. Wright reported on the following

ACTION 1. 2015 annual audit – the audit was a clean audit; one finding was noted that has occurred every year regarding the segregation of financial duties in the office. Library management has a procedure in place to mitigate and separate the duties of management of funds. The audit is offered to the Board for approval. Ms. Betsy Atkins moved, seconded by Ms. McLemore, to approve the audit report being presented by the committee. Motion passed unanimously.

ACTION 2. October, November and December 2015 financials were reviewed with no problems to report. Ms. Atkins moved, seconded by Ms. Shakenya Calhoun, to approve all financial reports being presented by the committee. Motion passed unanimously

ACTION 3. January 2016 financials were presented with no problems (Note: in the meeting it was mistakenly stated that the February financials were presented, however that was not the case as the February financials had not been completed) Ms. Atkins moved, seconded by Ms. Calhoun, to approve all financial reports being presented by the committee. Motion passed unanimously

ACTION 4. The Finance Committee recommends that the Library approve the following plan for the transfer of funds:

A. Move the funds at the Community Foundation, Servis1st Bank (after it matures on July 20, 2016), Guardian Credit Union, Guardian Prime Share, Regions Bank, and Guardian Money Market into a newly established BBVA-Cash Account and CD account. These funds should be placed into 2 or more accounts at BBVA for not more than 24 months. The total amount to be moved is \$278, 169.89. (Please review Finance Committee's report).

Clarification was requested by Ms. Janet Waller regarding the transfer. Julia Henig inquired of the origination of these accounts. Ms. Jaunita Owes responded that these were funds generated by the library over 20 years ago, when the library managed a consortium of libraries in central Alabama who rented space on MCCPL's automation system. At the end of the year the director would transfer the unused funds to an interest bearing account. Ms. Henig stated that she would like to see the Board keep some of the funds in a cash account in the event that they are needed.

Dr. Janice Franklin offered an amendment to the recommendation:

Create two CD accounts of at least \$100,000 and at least one money market-cash account
The committee agreed and offered the following motion

ACTION Catherine Wright moved, and Ms. Atkins seconded the motion to create two CD accounts of at least \$100,000 and one money market-cash account. Motion passed unanimously

A resolution was read by Ms. McLemore to be presented to the bank to support the transfer of funds. The Board was in support of said resolution. (Please refer to resolution)

Ms. Wight announced that she is stepping down as chair of the finance committee. Increased job responsibilities do not permit her to make the committee meetings and thus she will remain as a member but not as the chair.

IV. President's Report – Ms. Henig

Ms. Henig requested that the Nominating Committee meet for the purpose of selecting a new VP of the Board.

V. Director's Report - Jaunita Owes, Library Director

Action

Jaunita Owes presented a printed Director's Report for review: (please refer to Director's Report)

1. First layout plan for the Morgan Library renovation done by Mallory Searcy, the Interior Designer
2. Update # 3 Morgan Library Renovation with focus on the interior murals

A committee consisting of Joseph Trimble, Janet Waller, Chester Mallory, Katie Bell and Karen Preuss was appointed to pursue development of an approach to the murals.

3. A revised and updated Meeting Room Policy was presented for review. The only change is to restrict the consumption of open containers and food in the Morgan Library until such time that renovation is completed and/or until a new policy is presented. Dr. Bell moved, seconded by Ms. Wright, to accept the newly revised policy. Motion passed unanimously

VII. Committee Reports

1. Friends of the Library Update – Ms. McLemore reported that the bookstore is currently closed until a decision is made regarding where it will be located.

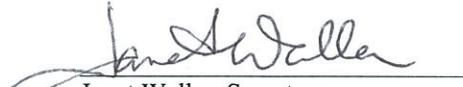
I. VIII. **Old Business** NONE

IX. **New Business** NONE

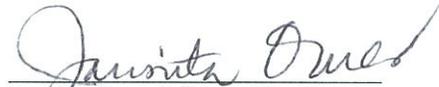
X. **Adjournment**

Being no further business to come before the Board, the meeting adjourned at 5:35 pm.

Montgomery City-County Public Library Board of Trustees


Janet Waller, Secretary


Julia Henig, President


Jaunita Owes, Library Director

Approved: 5/12/16
DATE

Next Meeting
4:00 PM
Thursday, May 12, 2016
Juliette Hampton Morgan Memorial Library