



Lee County Libraries Board of Trustees

September 5<sup>th</sup>, 2018 Meeting Minutes

- I) Call to Order: Chairwoman Dutton called the meeting to order at 5:30 pm
- II) Roll Call
  - a) Library Trustees Present: Chairwoman Mary Dutton, Vice-Chairman Jeff Hockaday, Trustee Cathy Griffith, Trustee Bill Cline Trustee Bill Tannenbaum, Trustee Sue Porr
  - b) Library Staff Present: Director Beth List
  - c) Others: County Commissioner Chairwoman Amy Dalrymple

III) Public Comments: NA

IV) Adoption of Current Agenda:

**MOTION: Trustee Tannenbaum motioned to adopt the agenda as presented for the September 5<sup>th</sup>, 2018 meeting. Seconded by Trustee Porr. Motion carried.**

*AYE: 6/6: Chairwoman Dutton, Vice-Chairman Hockaday, Trustee Griffith, Trustee Tannenbaum, Trustee Cline, Trustee Porr*

*NAY: 0/0*

V) Approval of Previous Meeting Minutes as submitted:

**MOTION: Trustee Griffith motioned to approve the minutes of the August 1<sup>st</sup>, 2018 meeting as submitted. Seconded by Trustee Cline. Motion carried.**

*AYE: 6/6: Chairwoman Dutton, Vice-Chairman Hockaday, Trustee Griffith, Trustee Tannenbaum, Trustee Cline, Trustee Porr*

*NAY: 0/0*

VI) Library Director Report - (see attached)

- i) Safety Report – see attached
- ii) Friends Report
  - (1) The Friends Book Sale will be September 27<sup>th</sup> – 29<sup>th</sup>. They are seeking volunteers to assist with the sale.

VII) Old Business

- a) Meeting Room Policy

**MOTION: Trustee Cline motioned to approve the changes to the Meeting Room Policy as presented. Seconded by Trustee Tannenbaum. Motion carried.**

*AYE: 6/6: Chairwoman Dutton, Vice-Chairman Hockaday, Trustee Griffith, Trustee Tannenbaum, Trustee Cline, Trustee Porr*



NAY: 0/0

- b) Appropriate Behavior Policy
  - i) Tabled until October meeting
- c) Collection Development Policy
  - i) Tabled until October meeting

VIII) New Business

- a) Five Year Plan
  - i) Director List informed Trustees the Five Year Plan will need to be reviewed and updated for 2019-2023. Trustees agreed to discuss the plan over the next few meetings and develop goals for the library.

IX) Other Business

- a) STEAM Junction Field Trip
  - i) Trustee Porr, Trustee Griffith, Director List and Librarian Sills attended a tour at STEAM Junction on August 22<sup>nd</sup>, 2018. Discussion included the highlights of the tour as well as the connections the library can create with STEAM education within the community.
- b) Library Cards
  - i) Director List presented the design concept for the new library cards to be ordered this Fiscal Year.

**MOTION: Vice-Chairman Hockaday motioned to approve the library card design as presented. Seconded by Trustee Tannebaum. Motion carried.**

*AYE: 6/6: Chairwoman Dutton, Vice-Chairman Hockaday, Trustee Griffith, Trustee Tannenbaum, Trustee Cline, Trustee Porr*

NAY: 0/0

- c) Front Sign for the Library
  - i) Director List conferred with County Manager John Crumpton on the design for the new exterior signs to be mounted on the brick headstone outside of the main library. If budget allows, a matching sign will be placed at the Broadway Branch.

**MOTION: Trustee Cline motioned to approve the library sign designs as presented. Seconded by Trustee Porr. Motion carried.**

*AYE: 6/6: Chairwoman Dutton, Vice-Chairman Hockaday, Trustee Griffith, Trustee Tannenbaum, Trustee Cline, Trustee Porr*

NAY: 0/0

- d) Fines and Fees Schedule
  - i) Director List requested a review of the Fines and Fees Schedule. The review request was specifically for the fee of the replacement library card which is



currently \$2.00. The fee is cost prohibitive to patrons and many patrons use their ID or don't come back. With the newly designed library card coming out we would like to encourage patrons to replace their cards. Director List requested the fee be set at \$1.00 per replacement card. If approved by the Library Board, the request will be submitted to the Lee County Board of Commissioners for their approval at their next meeting.

**MOTION: Vice-Chairman Hockaday motioned to approve the change to the Fines and Fees Schedule to reduce the replacement library card fee from \$2.00 to \$1.00. Seconded by Trustee Tannebaum. Motion carried.**

*AYE: 6/6: Chairwoman Dutton, Vice-Chairman Hockaday, Trustee Griffith, Trustee Tannenbaum, Trustee Cline, Trustee Porr*  
*NAY: 0/0*

e) Important Dates:

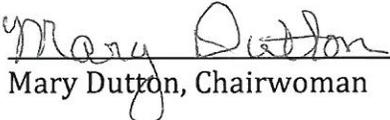
- i) The next Library Board Meeting is scheduled for Wednesday, October 3<sup>rd</sup>, 2018 at 5:30PM.

X) Adjournment

**MOTION: Trustee Tannenbaum motioned to adjourn the meeting at 6:54PM. Seconded by Trustee Porr. Motion carried.**

*AYE: 6/6: Chairwoman Dutton, Vice-Chairman Hockaday, Trustee Griffith Trustee Tannenbaum, Trustee Cline, Trustee Porr*  
*NAY: 0/0*

Respectfully submitted by:   
Beth List, Library Director

Accepted and approved:   
Mary Dutton, Chairwoman