



**Lee County Libraries Board of Trustees**

**February 7<sup>th</sup>, 2018 Meeting Minutes**

I) Call to Order: Chairwoman Dutton called the meeting to order at 5:36PM

II) Roll Call

- a) Library Trustees Present: Chairwoman Mary Dutton, Vice-Chairman Jeff Hockaday, Trustee Sue Porr, Trustee Cathy Griffith, Trustee Bill Tannenbaum
- b) Library Trustees absent: Trustee Bill Cline
- c) Library Staff Present: Director Beth List

III) Public Comments: NA

IV) Adoption of Current Agenda:

**MOTION: Trustee Tannenbaum motioned to adopt the agenda as presented for the January 10<sup>th</sup>, 2018 meeting. Seconded by Trustee Griffith. Motion carried.**

*AYE: 5/5: Chairwoman Dutton, Vice-Chairman Hockaday, Trustee Porr, Trustee Griffith  
Trustee Tannenbaum*

*NAY: 0/0*

V) Approval of Previous Meeting Minutes as submitted:

**MOTION: Vice-Chairman Hockaday motioned to approve the minutes of the January 10<sup>th</sup>, 2018 meeting as submitted. Seconded by Trustee Tannenbaum. Motion carried.**

*AYE: 5/5: Chairwoman Dutton, Vice-Chairman Hockaday, Trustee Porr, Trustee Griffith  
Trustee Tannenbaum*

*NAY: 0/0*

VI) Library Director Report (see attached)

- a) Safety Report (NA )
- b) Friends Report
  - i) Friends of the Library Meet and Greet has not been rescheduled as of yet

VII) Old Business

- a) Bylaws

**MOTION: Trustee Tannenbaum motioned to approve the updated By-Laws as presented at the January 10<sup>th</sup>, 2018 meeting. Seconded by Vice-Chairman Hockaday. Motion carried.**

*AYE: 5/5: Chairwoman Dutton, Vice-Chairman Hockaday, Trustee Porr, Trustee Griffith  
Trustee Tannenbaum*



NAY: 0/0

VIII) New Business

a) Meeting Room Policy

- i) Director List presented a revision to the Meeting Room Policy for Trustees to review. Discussion will take place at the next meeting.

IX) Other Business

a) Trustee recruitment

- i) Chairwoman Dutton announced that she will not be applying for reappointment due to health reasons. She will stay on the board for as long as needed.  
ii) All Trustees are asked to recruit for the current vacant position as well as the upcoming from Chairwoman Dutton's ending term in June 2018.

b) CIP submission for 2018-2019 was completed. Director List will advise the board on developments.

c) Circulation Policy

- i) Director List will send out pre-reading of recommended policy changes and review will take place at our next meeting.

d) Important Dates:

- i) Evergreen/NC Cardinal will performing a server migration the week of February 26<sup>th</sup> through March 5<sup>th</sup>.  
ii) The next Library Board Meeting is scheduled for Wednesday, March 7<sup>th</sup>, 2018 at 5:30PM

X) Adjournment

**MOTION: Trustee Griffith motioned to adjourn the meeting at 6:06PM. Seconded by Vice-Chairman Hockaday. Motion carried.**

*AYE: 5/5: Chairwoman Dutton, Vice-Chairman Hockaday, Trustee Porr, Trustee Griffith  
Trustee Tannenbaum*

NAY: 0/0

Respectfully submitted by:

  
Beth List, Library Director

Accepted and approved:

  
Mary Dutton, Chairwoman