

PUBLIC LIBRARY BOARD OF CULLMAN COUNTY
MINUTES – REGULAR SESSION FEBRUARY 25, 2021

The Public Library Board of Cullman County met on Thursday, February 25, 2021 at 4:30 in the Special Collections Room at the Cullman branch of the Cullman County Public Library System. Present were: Brenda Scott, Lea Scott, Rusty Turner, & Ron Hogue. Also present was Sharon Townson, Library Director & Josie Harrington, Assistant Library Director.

Chairman Hogue called the meeting to order at 4:30. The first item on the Agenda was the approval of the minutes for the November 2020 meetings. Rusty Turner made a motion to approve the minutes as written, and was seconded by Lea Scott. The minutes were approved unanimously.

The next item was approval of the financial reports (December 2020 & January 2021). Ron Hogue made a motion to accept the financial reports. Lea Scott seconded the motion. The reports were approved unanimously.

Item C on the Agenda was acceptance of the Director's report. Lea Scott made a motion to accept the Director's report as written. Brenda Scott seconded the motion. It passed unanimously.

Under other action items on the agenda a discussion was held concerning the change in patronage since the pandemic began. The extended hours on Tuesday and Thursday are no longer being utilized enough to warrant keeping the library open until 8:00 p.m. The Director, Ms. Townson referred to Alabama Public Library Service requirement for a library serving a population of between 50,000 and 99,999 should be open a minimum of 45 hours each week to maintain eligibility for State Aid. Rusty Turner made a motion to reduce the hours on Tuesday and Thursday to 9:00 am – 6:00 pm, allowing better use of staff during busier hours. The motion was seconded by Brenda Scott. It passed unanimously.

Ms. Townson presented to the Board a quote for second-hand double-sided cantilever shelving available from a University in Texas. The price for this shelving listed at \$17,676 compared to the quote for new shelving at \$65,417.44. Ron Hogue made a motion to allow Ms. Townson to pursue the second-hand shelving from Texas. Brenda Scott seconded the motion. The motion was unanimously approved.

Ms. Townson also presented a quote for new flooring in the Children's Area. The quote from O.F. Richter & Sons for removing and replacing the carpet as well as the base boards totaled

\$1,652.79. Brenda Scott made a motion to approve the re-flooring not to exceed \$2,000. Rusty Turner seconded the motion. It passed unanimously.

Under informational items. Ms. Townson informed the Board of the new Trustee Training required by the Alabama Public Library Service.

APLS is implementing a new state aid requirement mandating the completion of APLS-provided board training by the end of FY2021. Specifically: "In order to receive state aid, a library board must...designate at least two board members to complete APLS trustee training (effective 2021)" 520-2-2-.03 (2)(c).

What this means is that each library board must at all times have at least **two sitting members** who have undergone training. We are opening training at the beginning of FY2020 to ensure that all library boards have adequate time to complete it.

To fulfill this requirement, APLS has contracted with ALA's United for Libraries to provide a program of short instructional videos (8-10 minutes each) covering the following subjects:

- What It Means to Be a Trustee;
- Board Meetings;
- Board Ethics;
- Library Advocacy;
- Library Policies;
- Strategic Planning;
- Working with Friends;
- Evaluating the Library Director;
- Board Self Evaluation; and,
- Succession Planning and New Board Orientation.
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Board members must watch each video to fulfill this requirement. While individual members can watch this on their own time, boards should consider viewing and discussing the materials during regularly scheduled meetings.

Josie Harrington brought up the first video (What it Means to be a Trustee) in the curriculum for us to view.

As there were no action items, the meeting was adjourned at 4:50.

For the Board,

Sharon Townson

Library Director

PUBLIC LIBRARY BOARD OF CULLMAN COUNTY

MINUTES – REGULAR SESSION MAY 20, 2021

The Public Library Board of Cullman County met on Thursday, May 20, 2021 at 4:30 in the Special Collections Room at the Cullman branch of the Cullman County Public Library System. Present were: Brenda Scott, Lea Scott, & Ron Hogue. Also present were Sharon Townson, Library Director, Josie Harrington, Assistant Library Director & Tanya Allcorn, President of the Friends of the Libraries of Cullman County.

Chairman Hogue called the meeting to order at 4:30. The first item on the Agenda was the adoption of the minutes from the previous meeting. Lea Scott made a motion to approve the minutes as presented. The motion was seconded by Brenda Scott.

Item B on the agenda was approval of the financial reports. Ron Hogue made a motion to accept the financial reports as presented. Lea Scott seconded the motion.

The next item was the Acceptance of the director's report. Ron Hogue made a motion to accept the report as written. Brenda Scott seconded the motion.

Under informational items Tanya Allcorn presented the Board with information concerning the Dolly Parton's Imagination Library. This is a program for children to receive a free book each month from birth until their 6th birthday. The books are mail directly to the Children's home from the Imagination Library. A guardian can register the child as long as they live in Cullman City/County. Registration can be completed online. Cullman Regional Medical Center will notify new mothers at the hospital. The libraries in Cullman County will also be on hand to help register children as needed. The Friends group will be announcing the local program on August 1, 2021. Tanya, along with the Cullman Electric Co-op has secured 5 year commitments from 12 donors allowing this program to move forward. There will be a big push to get the information out to area residents beginning August 1, 2021.

Next meeting set for July 15, 2021.

As there were no action items, the meeting was adjourned at 5:15.

For the Board,

Sharon Townson

Library Director

PUBLIC LIBRARY BOARD OF CULLMAN COUNTY

MINUTES – REGULAR SESSION July 15, 2021

The Public Library Board of Cullman County met on Thursday, July 15, 2021 at 4:30 in the Special Collections Room at the Cullman branch of the Cullman County Public Library System. Present were: Brenda Scott, Lea Scott, Rusty Turner & Ron Hogue. Also present were Sharon Townson, Library Director.

Chairman Hogue called the meeting to order at 4:30. The first item on the Agenda was the adoption of the minutes from the previous meeting. Lea Scott made a motion to approve the minutes as presented. The motion was seconded by Brenda Scott.

Item B on the agenda was approval of the financial reports. Rusty Turner made a motion to accept the financial reports as presented. Brenda Scott seconded the motion.

Item D was a policy change to allow unlimited re-checks on library items that were not on hold or reserve for another patron. Lea Scott and Brenda Scott discussed the possibilities of items not being returned increasing, and the current 6 week circulation limit being adequate. Item was not passed.

Item E was approval of a new full time Circulation/Computer position for the library, with the possibility of using up to half of the State Aid allocation for this position each year. The motion was made by Ron Hogue and seconded by Lea Scott.

Under informational items the audits for fiscal years 2018, 2019, and 2020 have been completed by Charles Wilson of Kellum, Wilson & Associates, P.C. 1799 Elliott Blvd. Jasper, Alabama 35501 Phone 205-221-2935.

Next meeting set for September 23, 2021.

As there were no action items, the meeting was adjourned at 5:00.

For the Board,

Sharon Townson

Library Director

PUBLIC LIBRARY BOARD OF CULLMAN COUNTY
MINUTES – REGULAR SESSION September 23, 2021

The Public Library Board of Cullman County met on Thursday, September 23, 2021 at 4:30 in the Special Collections Room at the Cullman branch of the Cullman County Public Library System. Present were: Brenda Scott, Rusty Turner & Ron Hogue. Also present were Sharon Townson, Library Director and Josie Harrington, Assistant Library Director.

Chairman Hogue called the meeting to order at 4:30. The first item on the agenda was the adoption of the minutes from the previous meeting. Rusty Turner made a motion to approve the minutes as presented. The motion was seconded by Brenda Scott.

Item B on the agenda was approval of the financial reports. Rusty Turner made a motion to accept the financial reports as presented. Ron Hogue seconded the motion.

Item C was acceptance of the Director's Report. Motion to accept was made by Ron Hogue and seconded by Brenda Scott.

The next item on the agenda was the approval of the Fiscal Year 2022 Budget. Rusty Turner made a motion to accept the FY2022 budget. The motion was seconded by Brenda Scott.

Item E on the agenda was the approval of employee raises for FY2022. Rusty Turner made a motion to approve the pay raises. The motion was seconded by Brenda Scott.

Item F was approval of a new full time Circulation/Computer position for the library. The motion was made by Brenda Scott and seconded by Ron Hogue.

The next item on the agenda was approval for the library to enter into a contract with the City of Cullman for annual appropriations. Rusty Turner made the motion and it was seconded by Brenda Scott.

Next meeting set for October 21, 2021.

As there were no action items, the meeting was adjourned at 5:00.

For the Board,

Sharon Townson

Library Director

PUBLIC LIBRARY BOARD OF CULLMAN COUNTY
MINUTES – REGULAR SESSION October 21, 2021

The Public Library Board of Cullman County met on Thursday, October 21, 2021 at 4:30 in the Special Collections Room at the Cullman branch of the Cullman County Public Library System. Present were: Brenda Scott, Lea Scott, Drew Green, & Rusty Turner. Also present were Sharon Townson, Library Director and Josie Harrington, Assistant Library Director.

Treasurer Lea Scott called the meeting to order at 4:35. The first item on the agenda was the adoption of the minutes from the previous meeting. Rusty Turner made a motion to approve the minutes as presented. The motion was seconded by Brenda Scott.

Item B on the agenda was approval of the financial reports. Brenda Scott made a motion to accept the financial reports as presented. Rusty Turner seconded the motion.

Item C was a policy change to eliminate all overdue fines for patrons. Motion was made by Brenda Scott and seconded by Rusty Turner. The motion passed unanimously.

Next meeting set for January 20, 2022.

As there were no action items, the meeting was adjourned at 4:49.

For the Board,

Sharon Townson
Library Director