

The Atlanta Public Library District met on March 14, 2024. President Connie Wertheim called the meeting together at 6 P.M. The roll call was taken with the following Trustees present: Connie Wertheim, Jason Dean, and Chris Colaw. Savannah Langley, Heather Chapman, and Karin McDowell were absent. Also present were Christina Vannoy, Administrator Director, Christopher White, Amy Wertheim, Larry Brandt, Josh Schreiber, and Jonathan Fields. Josh Schreiber and Jonathan Fields, from Full Spectrum and Tech Solutions, gave the Trustees an update and demonstration about the new security system that has been placed in Union Hall, the Downey Building, and Palms Grill. All Trustees will be given a passcode to enter the building, and those who are interested will be given phone access to view the cameras. The Trustees thanked them for their presentation.

At 6:30 P.M., President Connie Wertheim called the business meeting to order. Roll call was taken with the following Trustees present: Connie Wertheim, Jason Dean, Chris Colaw, and Savannah Langley. Heather Chapman and Karin McDowell were absent. Also present were Christina Vannoy, Administrator Director, Amy Wertheim, Larry Brandt, Christopher White, and Alicia Sanders.

Public Comments

Larry Brandt shared with the Trustees that he has several items he would like to donate to the museum. With the new security system installed, he feels more comfortable giving these items to the museum.

Resignation of Trustee

Connie Wertheim read the resignation of Karin McDowell effective March 14, 2024.

Swearing in of Vacant Seats on the Library Board

Christopher White and Alicia Sanders were given the oath of office as Trustees of the Atlanta Public Library District to fill the two open seats on the board of trustees.

Approval of the February 8, 2024, Meeting Minutes

The Trustees read over the February 8, 2024, meeting minutes. Connie Wertheim asked for additions or corrections. Savannah Langley found a misspelling in the minutes. Under Policy and Planning the word "squeaking" should read "tweaking". Savannah Langley made the motion to accept the minutes as corrected. Chris Colaw second the motion. Roll call was as follows: Connie Wertheim, yes; Jason Dean, yes; Chris Colaw, yes; Savannah Langley, yes. Motion carried.

Approval of the February 29, 2024, Financial Report

The Trustees read over the February 29, 2024, financial report. Connie Wertheim asked if there were any questions regarding the report. Jason Dean made the motion to accept the February 29, 2024, financial report. It was second by Chris Colaw. Roll call was as follows: Connie Wertheim, yes; Jason Dean, yes; Chris Colaw, yes; Savannah Langley, yes. Motion carried.

Director's Report

Christina Vannoy, Administrator Director, shared with the Trustees the following information:

- Patrons borrowed a total of fifty-eight items from hoopla.
- Fourteen Children signed up for the 1,000 Books Before Kindergarten.
- Easter Egg Hunt is scheduled for March 16.
- A movie/craft night is scheduled for March 27th at 6 P.M.
- A large donation of DVD's was given to the library. Duplicate copies will be offered to other libraries.
- During February, 424 items were borrowed, and seven new library cards were issued.

Connie Wertheim made the motion to accept the Director's report. Savannah Langley second the motion. Roll call was as follows: Connie Wertheim, yes; Jason Dean, yes; Chris Colaw, yes; Savannah Langley, yes; Christopher White, yes; Alicia Sanders, yes. Motion carried.

Committee Reports

Policy and Planning

Employee handbook- Savannah is continuing working on the handbook. She will send updates through our Outlook mail.

Facilities

Keypads and Cameras – The installation of keypads and cameras at the Union Hall, Downey Building, and Palms has been completed. Jason Dean will be the administrator of camera and keypads.

Furnaces – This is still research in progress.

Flooring in the Museum School Room Exhibit – The flooring in the school room has gaps in between the boards and in some areas the flooring seems weak. Connie Wertheim will call Scott Parks of Parks Construction to ask him to come and examine it.

Removal of Awning at Union Hall- The awning outside the Downey Building is in threads. Connie Wertheim would like to have it removed, but not replaced. The Trustees agreed. Connie Wertheim will find someone to remove the awning.

Budget and Finance

Quarterly Principle Payment – Discussion was held about the amount that should be considered for a payment towards the library's loan at the Atlanta National Bank. A sum of \$15,000 quarterly was decided. It will be voted on under new business.

Programs and Services – An Easter Egg Hunt is scheduled for March 16, at 1 P.M. at the library. A movie/craft event is scheduled for March 27, at 6 P.M.

Insurance – No report.

Technology – No report.

Compliance – No report.

Personnel - No report.

Museum Board Report – Amy Wertheim presented an update of what the museum board's projects are for the future of the museum. A further report is included with the minutes.

Old Business

Museum Hours – At the present, the Museum Advisory Board would like to have the museum open during the following hours: Monday – Saturday 10 -4, Sunday 1 to 4. The Museum Advisory Board would like to hire two part-time workers and then have volunteers fill-in with the other hours.

Job Descriptions – This topic will be covered during the April meeting.

Institutional Structure – Savannah Langley shared with the Trustees a diagram showing how the Atlanta Public Library Board oversees the Personnel Committee and Museum Advisory Board. The diagram is included with the minutes.

Economic Interest Statements – All economic interest statements need to be turned into Christina Vannoy by May.

Visitor's Center at Union Hall – Chris Colaw read a letter from Bill Thomas requesting that the Visitor's Center be housed at the Atlanta Giant's Museum. There is also a brochure rack that he would like to have. Jason Dean made the motion that we give the responsibility of the Visitor's Center, along with the brochure rack, to the Atlanta Giant's Museum. Alicia Sanders second the motion. Roll call was as follows: Connie Wertheim, yes; Jason Dean, yes; Chris Colaw, yes; Savannah Langley, yes; Christopher White, yes; Alicia Sanders, yes. Motion carried. The Trustees will have the Visitor's Center sign removed from the Union Hall window.

New Business

Cameras for the Library

Connie Wertheim discussed with the Trustees about putting cameras inside the library, since our employees are often alone in the building. She had asked Full Spectrum Tech Solutions to prepare a proposal for the cost of installing cameras inside the library. The proposal was \$3,188. Along with the installation of cameras, Full Spectrum Tech Solutions included an optional bid for cable cleanup at a cost of \$675. Christopher White made the motion to have cameras installed in the library building at a cost of \$3,188, including the \$675 for cable cleanup in the building. Jason Dean second the motion. Roll call was as follows: Connie Wertheim, yes; Jason Dean, yes; Chris Colaw, yes; Savannah Langley, yes; Christopher White, yes; Alicia Sanders, yes. Motion carried.

Continuing with the topic of security for our facilities, Full Spectrum Tech Solutions presented a proposal for outside cameras at the Union Hall. The estimate was \$1,558. Chris Colaw made the motion to have cameras installed outside the Union Hall. Savannah Langley second the motion. Roll call was as follows: Connie Wertheim, yes; Jason Dean, yes; Chris Colaw, yes; Savannah Langley, yes; Christopher White, yes; Alicia Sanders, yes. Motion carried.

Another security issue is the Collection's Room. Connie Wertheim would like to have cameras installed in that area. Full Spectrum Tech Solutions bid was for \$415. Jason Dean made the motion to add cameras to the Collection's Room at a cost of \$415. Christopher White second the motion. Roll call was as follows: Connie Wertheim, yes; Jason Dean, yes; Chris Colaw, yes; Savannah Langley, yes; Christopher White, yes; Alicia Sanders, yes. Motion carried.

Replacement of Flag on Outside Flagpole

Connie Wertheim requested the Trustees consider purchasing a new flag for the outside flagpole. The present flag has become tattered looking. Chris Colaw made the motion to purchase a new flag. Jason Dean second the motion. Roll call was as follows: Connie Wertheim, yes; Jason Dean, yes; Chris Colaw, yes; Savannah Langley, yes; Christopher White, yes; Alicia Sanders, yes. Motion carried.

Removal of Ovens and Stove from Union Hall

Connie Wertheim informed the Trustees that there is an oven and a stove that need to be removed from the Union Hall. She will see if she can find a junkman to remove them.

Quarterly Principle Payment

During committee reports, discussion was held regarding the loan payment and how much money we should put towards the loan. The Trustees agreed to put \$15,000 quarterly towards the loan. Jason Dean made the motion to pay \$15,000 quarterly toward the loan. Connie Wertheim second the motion. Roll call was as follows: Connie Wertheim, yes; Jason Dean, yes; Chris Colaw, yes; Savannah Langley, yes; Christopher White, yes; Alicia Sanders, yes. Motion carried.

Renting the Union Hall Facilities

Connie Wertheim requested that the Union Hall space(s) not be rented out anymore for the following reasons:

Doors being left unlocked, and doors being used that are never to be unlocked or used.

Lights being left on after events.

Items being vandalized in different areas of the facility.

Tracking in of snow, salt, and dirt onto the wooden floors.

After discussions by the Trustees, Jason Dean made the motion to not rent the Union Hall spaces after July 1, 2024. Those who have already signed contracts and have paid their fees, may use it. Christopher White second the motion. Roll call was as follows: Connie Wertheim, yes; Jason Dean, yes; Chris Colaw, yes; Savannah Langley, no; Christopher White, yes; Alicia Sanders, yes. Motion carried.

Part - Time Workers for Museum

The Museum Advisory Board would like to hire some part-time staff for the museum. Since this is already budgeted for the year, the Trustees agreed to hiring some part-time staff.

Shelving for DVDs

Christina Vannoy has asked John Ford to build a bookshelf for our DVDs.

Round Table Discussions

Savanah Langley – We need a secretary since our secretary resigned.

Chris Colaw – She asked if there been any updates on the chimney repair? Christina Vannoy told the Trustees that the company had reached out to let us know as warm weather approaches, the work on the chimney will be continued. Also, Scott McCoy had reached out to her about renting a space at the Union Hall. Since we voted not to rent any more spaces, this issue is resolved.

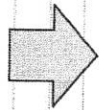
Connie Wertheim – She read a note from Julianna Nordman thanking her for believing in her when no other board member would. Also, she said Jim Welchel and Randy Brooks had filled her head so full of lies about me that she believed them, and she was sorry for that. She hated leaving, but felt it was best.

No further business to be considered, Jason Dean made the motion to close the meeting. Christopher White second the motion. Roll call was as follows: Connie Wertheim, yes; Jason Dean, yes; Chris Colaw, yes; Savanah Langley, yes; Christopher White, yes; Alicia Sanders, yes. Motion carried. Meeting was adjourned at 8:41 P.M.

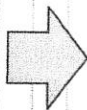
Respectfully submitted,

Connie Wertheim, pro-tem secretary

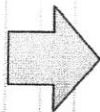
Atlanta Public Library Board



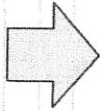
Personnel Committee



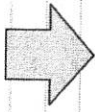
Library Director



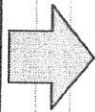
Librarian



Circulation Assistant



Museum Advisory Board



Museum Curator

(if not comfortable reporting to Library Director report to Personnel Committee)