

The Atlanta Public Library District met on April 11, 2024. President Connie Wertheim called the meeting together at 6:30 P. M. the roll call was taken with the following Trustees present: Connie Wertheim, Heather Chapman, Christopher White, Chris Colaw, Jason Dean, Alicia Sanders, Savannah Langley. Also present were Christina Vannoy, Administrator Director, Amy Wertheim, and Jenni Godfrey, circulation assistant.

Public Comments

Jenni Godfrey introduced herself to the new board members. She also wanted to share with the Trustees, that she is interested in receiving more hours working at the library.

Approval of March 14, 2024, Meeting Minutes

The Trustees read over the March 14, 2024, meeting minutes. Connie Wertheim asked for additions or corrections. Chris Colaw noted that "Under Round Table Discussions", that Scott McCoy did not approach her regarding renting a place in Union Hall. Chris Colaw made the motion to accept the corrected minutes. Savannah Langley second the motion. Roll call was as follows: Connie Wertheim, yes; Heather Chapman, yes; Christopher White, yes; Chris Colaw, yes; Jason Dean, yes; Alicia Sanders, yes; Savannah Langley, yes. Motion carried.

Approval of March 31, 2024, Financial Report

The March 31, 2024, financials were not available at the time of our meeting,

Director's Report

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

Patrons borrowed a total of eighty items from hoopla.

The Easter Egg Hunt had over a hundred people in attendance.

She has scheduled Craft Thursdays for the fourth Thursdays of every month.

She has been working on the Summer Reading Programs.

During March, 373 items were borrowed.

Nine new library cards were issued in March.

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

Committee Reports

Policy and Planning

Heather Chapman presented a draft of the Employee Handbook. The Trustees read over the draft and made some suggestions. Heather Chapman will make the suggested changes and present it at our May meeting to be voted upon.

Heather Chapman presented drafts of the Administrative Director, Operations and Circulation Librarian, Circulation Assistant job descriptions. The Trustees read over the drafts. There were many questions regarding the drafts. These will need to be looked at more closely before a vote is decided.

Facilities

Cameras for the Library – all cameras will be installed by the end of the week.

Furnaces – Jason Dean will continue to research what maybe the best options for furnace(s) for the Union Hall. The library may be eligible for Tif money that could be used for the furnace(s).

Flooring in the Union Hall School Exhibit – Connie Wertheim reported that she had spoken with Scott Parks from Park's Construction about the flooring issues. He said there were no weakness in the flooring, but the gaps in the floor should be addressed. He will be more than willing to take the job for fixing the floor.

Cleaning and Sealing of Stones for Library and Clock Tower – Connie Wertheim will contact force Masonry regarding tuck pointing and cleaning and sealing the stones for the library and clock tower.

Budget and Finance

Heather Chapman reported that she made the \$15,000 payment towards the bank loan. She would like for the Trustees to make two more payments (June 14th and August 10th) before the loan needs to be rewritten in August.

Programs and Services

Savanah Langley would like to have some updates downstairs in the children's area, since the programs are taking place there instead of the Union Hall. Things to be considered are new flooring (replacing the carpeted area), painting, and removal of the kitchen area. she will put together a more concise plan with costs to be presented at the May meeting.

Insurance

Connie Wertheim asked Christina to find out when our insurance policies need to be renewed.

Technology

Heather Chapman would like to have an IT person set-up some anti-virus program on our computers along with a firewall and some computer guidelines. At present, we have none. Jason dean will inquire with those who installed the cameras in our buildings.

Compliance – none

Personnel - none

Museum Board Report

Amy Wertheim presented to the Trustees a Timeline for the Tourism/Visitor Center confusion between herself and Scott McCoy. The handout was also presented to the city hall council members. There never was an agreement made between the city and library regarding tourism as

Scott McCoy stated in several public articles. Amy also shared information about the new exhibits that are being installed in the Union Hall. The final item shared were the expenditures that have occurred in creating the new exhibits.

Old Business

Reassignment of Committees

Connie Wertheim passed out the lists of committees. She asked that the Trustees choose the committees they would like to become a part of. Savannah Langley will type the new committee lists and send it to the Trustees.

Job Description Review

This review will be included in the new business section.

Visitor Center at Union Hall

The sign that states that the Union Hall will be removed. The brochure rack needs to be given to the Giant's Museum per requested by Bill Thomas and approved by the Trustees.

Part-Time Workers for Museum

Connie Wertheim requested that the Trustees hire two part time workers, not to exceed thirty hours, in staffing the museum. A job description was given to the Trustees to approve for this position. Connie Wertheim made the motion to approve the job descriptions and to hire two part time employees to work at the museum. Alicia Sanders second the motion. Roll call was as follows: Connie Wertheim, yes; Heather Chapman, no; Christopher White, yes; Chris Colaw, yes; Jason Dean, yes; Alicia Sanders, yes; Savannah Langley, yes. Motion carried.

Shelving for DVDs in the Library

Christina is waiting to hear from John Ford regarding the cost to build shelving for the DVDs.

New Business

Removal of Ovens from Union Hall and Other Items from the Library

Since Connie Wertheim's junk man never showed to pick up the items, Jason Sanders recommended Mark Fishburn. Connie Wertheim will reach out to him.

Approval of Truck rental to Move Items in the Museum and Library

Connie Wertheim requested that the Trustees hire a moving company to move items around in the museum and move items from the library to the museum. The Trustees agreed.

New Printer Proposal

Christina Vannoy informed the Trustees that the present printer has begun to have some problems. She has been in contact with the Watts Company to lease a new printer. The new lease will be a few dollars cheaper per month. Heather Chapman made a motion to upgrade the present printer with a new one through leasing from the Watts Company. Christopher White second the motion.

Roll call was as follows: Connie Wertheim, yes; Heather Chapman, yes; Christopher White, yes; Chris Colaw, yes; Jason Dean, yes; Alicia Sanders, yes; Savannah Langley, yes. Motion carried.

Approval of Employee Handbook

This will be approved at the May meeting.

Hours Update and Staff Schedules

This topic will be addressed at a later date.

Clock Tower Appreciation

Connie Wertheim reported that Bill Horn had been in contact with her regarding the upkeep of the Clock Tower. At the present, Bill Thomas schedules the volunteers who winds the clock. The question was, "Should we show some type of appreciation for the volunteers?" Since there was some question as to who actually owns the Clock Tower, this question was tabled until further information can be obtained.

Round Table Discussions

Chris Colaw – She ask if the museum hours should be included in the Atlanta information brochure. Bill Thomas told Chris that Kenny Robinson had approached him about cleaning the purple martin bird houses.

Heather Chapman – She would like for the Trustees to revisit renting the Union Hall space again in the new future. She would also like to see if there is a "voice to text" for the secretary.

Savannah Langley – She would like to purchase some tools for the library. She would, also, like to purchase shirts for the staff.

Adjournment

No further business to be considered, Heather Chapman made the motion to close the meeting. Alicia Sanders second the motion. Roll call was as follows: Connie Wertheim, yes; Heather Chapman, yes; Christopher White, yes; Chris Colaw, yes; Jason Dean, yes; Alicia Sanders, yes; Savannah Langley, yes. Motion carried. Meeting was adjourned at 9:18 P.M.

Respectfully submitted,

Connie Wertheim, secretary pro-tem