

APALACHICOLA MARGARET KEY LIBRARY
Monthly meeting of the Board of Directors
February 2, 2018 MINUTES

Meeting Time and Location:

Thursday, February 2, 2018 2 p.m.
AMKLibrary
80 12th St.
Apalachicola, FL 32320

Meeting was called to order at 2 p.m. by Bob Lindsley, board chair.

Present were:

Bob Lindsley, Chair
Debbe Beard
Val Webb

Absent [excused]:

Lynn Wilson

Also attending [ex-officio]:

Jill Rourke, library director
Jody Rosenbaum, incoming PALS president

There was no public comment.

Minutes of the December 7, 2017 meeting were read. Beard made the motion to approve, Webb second. Motion passed unanimously.

Rourke provided an Income Statement for review and indicated a complete set of financial statements would be available for review when the city finishes the January audit.

Rourke provided a written director's report. Additions to the report include:

- Showing the memory booklet created from the Teddy Bear Sleepover
- Attendance at the PLAN meeting for LSTA grant training
- DVD donation has been processed and will soon be on the shelves. Need to iron out some procedural things with staff first.
- Staff will be working on a Black History month display
- Natalie Parsley has returned as a volunteer working the desk Monday mornings. Natalie will also assist us with our computer maintenance and keeping up on our social media. In addition, she has agreed to lead some small workshops on getting the most out of Microsoft Office and on social media platforms
- The Authors in Apalch event generally scheduled for April. This is a PALS event and they elected at their February meeting to take a hiatus for this year if the Library Board was amenable. The Library Board agreed as a whole. Both entities wish to retain the Authors in Apalach name as it is so heavily associated with the library and look at how this event might be redeveloped for next year. Rourke was directed to contact persons who have expressed interest, let them know of the event status and field any questions or concerns.

Old Business

- The old flagpole was given to ACE Hardware for a donation of \$1000. That money has been deposited in the money market account.
- Possible candidates for open board position were reviewed.

New Business

- A draft policies and procedures manual was presented. Webb made the motion to adopt the policy manual with the codicil that all policies will be individually and methodically reviewed over the next several meetings; Beard second. Motion passed unanimously.
- Because the PALS serves as the fundraising arm of the library, turning the handling of the used book sales over to the PALS was put forward for consideration. After brief discussion, Beard made the motion to turn the used book sale events over to the PALS to organize and man; Webb second. Motion passed unanimously.
- The library has served as a depository for several historical artifacts over the years. The board discussed how most appropriately to continue that role or if there were other organizations that would be better suited to take on that task. Rourke was instructed to work with the HCA to determine what they might want to consider for their historical collection and report back to the library board
- The board discussed the archival focus of the three year LSTA grant Rourke is pursuing. The grant will include an oral history element as well as digitization of archives and personal histories. Webb noted that Joe Taylor from Franklin Promise had worked a an oral history project from The Hill area of Apalachicola and might have recordings available. Rourke indicated she would follow up and contact Taylor for further discussion. She noted additional information about the grant will be available at subsequent board meetings.
- The board discussed the need for a strategic planning session in the near future. Lindsley shared with the board on-going discussions with the PALS board and Bring Me A Book Franklin about the role of Karen Kessel in the library and sustainability of this position. Lindsley indicated he would keep the board apprised as the discussion develops.

Without public comment and no other business, Lindsley asked for motion to adjourn. Beard moved to adjourn; Webb second. Motion passed unanimously. Meeting ended at 4:11 p.m.

Next meeting is scheduled for Thursday, February 22, 2 p.m. at the AMKLibrary.