

The Clyde W. Roddy Public Library  
Board Meeting January 5, 2023

The Clyde W Roddy Public Library Board met Thursday, January 5, 2023 at the library. The meeting was called to order by Chairman Bruce Morgan. Other board members present were: Josh Roddy, Kristi Dyer, Shirley Lacy, Faith Young, as well as Library Director Brittany West and Nikki Branham-Snyder, Assistant Director of the Ocoee River Regional Library.

Minutes from the December 8, 2022 board meeting were reviewed and approved with a motion by Josh, seconded by Shirley. The motion carried.

**BUSINESS:**

Bruce reminded all that the Bylaws changes need to be reviewed so they can be discussed next month. Copies of the changes were handed out at the meeting.

**DIRECTORS REPORT:**

Brittany now is on the Rhea County Historical Society board.

January 12th, 4:00p.m. is a Rhea County Library Board meeting which will be held at the Clyde W. Roddy Library.

Brittany discussed the process of approving a credit card machine to be used by the library. The process has been in the works for a while but this will be helpful to staff for charging fees, fines, copies expenses, etc. The approval will be brought before the Dayton City Council on January 9, 2023 at their regular meeting around 6:00 p.m. A board member was requested to help present this need to the Council and Kristi Dyer volunteered to speak. Any board members are welcome to attend. A discussion about logistics ensued with Josh explaining some banking details. The board will have to set policies when the credit card machine is made available. Nikki can share policies from other boards.

This month the library is cleaning up from the holidays and getting ready for February. Brittany is also attending an upcoming inventory meeting.

The budget was reviewed and Brittany anticipates work in February to plan for next years budget, including the adjusting the book budget.

The Homeschoolers are not renewing books, which is affecting the circulation numbers. If no changes occur the home school card will be revoked. (The Homeschool card was given to waive late fees and have no limit on books, but the use includes the need for users to renew books until they are finished.)

A quarterly report and monthly report were presented with a review of the quarter including October, November and December 2022. The total collection was 54,416 with 9,084 books regionally owned. The total circulation was 32,120 and 65 programs were held. There were 11,460 library visits, 1,040 computer users, 70 volunteer hours, and 183 reference transactions during this period. There were 121 new library cards issued during this quarter.

Financials were presented from the month of December and funding will be reviewed in February with the City of Dayton Financial Director. Any money moved between accounts requires approval from the City Council. The City of Dayton did provide some funding for holiday events to supplement funds.

In response to a question regarding "Friends of the Library " activities, Brittany reported they helped with the Santa night, but have limited activities. Fund raising from grants are funneled through the group and this helps support the summer reading program. Officers were elected with a president, treasurer and secretary. Brittany did get the group approved with a 501-C3 status.

#### REGIONAL REPORT:

Nikki announced there are several training opportunities upcoming including Decluttering the Library Collection.

Nikki reminded that funds need to be 1/2 spent in order to meet the Maintenance of Efforts but she said our funds are well managed.

Nikki presented Core Competencies Certificates for the all the library staff as they are now 100% certified.

The meeting was adjourned.

Submitted by:

Faith Young, Secretary