The Advisory Committee of Live Oak Public Libraries was called to order at 2:30 p.m. on Wednesday, February 20, 2019, at the Bull Street Library, 2002 Bull Street, by Committee Chair Joey Brown.

Members in attendance: Joey Brown, Liberty County Administrator; Lee Smith, Chatham County Manager; Charlotte Welch, LOPL Regional Board Chair; Tom Sloan, LOPL Executive Director

Members not in attendance: Kelli Lariscy, Chris Hutchings, Interim Effingham County Administrator

Additional attendees: Linda Cramer and Michael Kaigler, Assistant Chatham County Managers

Staff Attendees: Tanisha Bates, Mike Elwell, Karen Stastny, Ted Goudeau, Rita Harris, Belle Reynoso, Bea Saba

Ms. Welch thanked the staff of Live Oak Public Libraries and Executive Director Tom Sloan for a great children’s book festival. She shared that the turnout was wonderful, everything ran smoothly, and the authors were wonderful.

Adoption of Agenda: Smith/Welch moved to adopt the agenda as presented. Motion carried.

Adoption of Minutes: Smith/Brown moved to adopt the August 9, 2018 and November 28, 2018 minutes as presented. Motion carried.

While the proposed LOPL FY2020 budget will report fund balances current and projected, there is no written policy regarding a fund balance. LOPL is proposing a Fund Balance Policy with a goal of a 25% reserve fund for each of the three counties and a process on how those funds can be used. Upon further discussion it was agreed to a change in language to the Minimum Fund Balance and General Fund and each of the sub funds. Smith/Brown moved to accept 2019-26 Fund Balance Policy with the requested wording changes to be made. Motion carried.

FY 2018 Audit Document LOPL’s FY2018 audit reports a positive $417,815 Change in Net Position, compared to the LOPL FY2017 audit reporting a negative $1,208 Change in Net Position. It was noted this substantial change in LOPL financial status was attributed to hard work and difficult decisions by the Regional Board of Trustees and LOPL staff. Mr. Sloan thanked the counties for continuing their support of LOPL and cited the continuing need for sound fiscal practices.
FY2020 Operating Budget As recommended by the Advisory Committee, a draft of the FY2020 proposed budget was sent first to each county for review and comment. Following reviews by the counties, the proposed FY2020 budget was reviewed and approved by the LOPL Finance Committee and the Regional Board of Trustees.

LOPL staff have not had an increase in base pay for three years. This budget contains an overall three-percent merit pool for increases to base pay.

LOPL continues to assume more responsibility for building management, maintenance, and improvements for 195,399 square feet of the 12 libraries in Chatham County. LOPL has established, out of operating funds, a $200,000 building maintenance budget which includes providing the required local match for a State Major Renovation and Repair Grant for the replacement of the HVAC system at the Bull Street Library. LOPL proposes for FY2020 an additional $227,000 to provide new carpet and painting for four libraries substantially needing interior improvements, and to match a $25,000 State Major Renovation and Repair grant for addressing flooding at the Carnegie Library.

For Liberty County, LOPL proposes addressing the understaffing of the Hinesville Library with a new full time reference position.

For Effingham County, LOPL proposes new flexible furniture of the Rincon Library in order to maximize space in this undersized building.

It was noted that in the planning for a new Pooler Library, the costs associated with a much larger library need to be identified and shared with the public and election/appointed officials.

Monthly Financial Report The close out for November shows that revenue is on track. Mike Elwell and Tanisha Bates are working on December and January closeouts.

Strategic Planning LOPL’s first step was working with our managers, leadership team, Regional Board, and library advisory boards to adopt 6 strategic planning questions to guide the process. In answer to question #1, 8 services were identified as currently being provided. In answer to question #2, 5 services were identified as not currently provided by desirable services to provide to our community. Core stakeholder groups will be surveyed to rank the 13 services in order to identify which services are most important. Mr. Brown requested a slide presentation from Mr. Sloan on this subject for the Liberty County Board of Commissioners.

New Fiber Optic Network The launch of the LOPL fiber optic network took place in January. Derek Kolb was presented with a proclamation at the February 19, 2019, Regional Board of Trustees meeting for his efforts in establishing the successful partnership between LOPL and Comcast Business.
Potential SPLOST Building Projects
The City of Pooler has made a $10 million SPLOST request to Chatham County. LOPL will need to discuss with the City of Pooler and Chatham County the ongoing costs of operating a new, much larger library building. LOPL requested $1 million from Chatham County for SPLOST funds to renovate the Carnegie Library, which underwent renovation several decades ago but hasn’t been renovated since. LOPL continues to work with the Effingham County Library Board regarding a new library in the Rincon area.

Executive Session

Welch/Smith moved to enter into Executive Session to discuss personnel.
Motion carried.

There being no further business, the meeting was adjourned at 4:02 p.m.

Respectfully submitted by Karen Stastny for Tom Sloan