

NORTH SHELBY LIBRARY DISTRICT, A PUBLIC CORPORATION
AUGUST 4, 2009
MINUTES

STATE OF ALABAMA
COUNTY OF SHELBY

The Board of Trustees of the North Shelby Library District, a public corporation, met at the North Shelby Library Library, 5521 Cahaba Valley Road, Birmingham, AL at 5:00 on August 4, 2009. The meeting was called to order by Board President, Kay Kelley. The following Trustees were present:

PRESENT

Kelley
Ryan
Calhoun
Berryman
Lansden

ABSENT

None

Library Services Director, Katie Guerin, attended the meeting.

Guests: Lee Willoughby, CPA

REPORTS:

Katie Guerin provided information on the 2009 Summer Reading Program. Participation increased by 20 % over last year! There were two newspaper articles about the NSL last month. Circulation through July 2009 exceeds total circulation for all of 2007/2008 so August and September 2009 will set records.

Both MACS are installed now.

Lee Willoughby, CPA, presented the 2007/2008 audit to the Trustees.

A discussion as to the governmental entity/not for profit status was had regarding both what type of audit should be performed as well as whether deposits of the District are eligible for the SAFE program. It was decided that either a governmental entity or a not-for-profit audit could be done based on the District being a 501(c)(3) organization. The audit presented was a governmental entity audit. Given that our banks will not classify our deposits as SAFE accounts and the Treasurer's office is not inclined to interfere with the Banks' decisions, we will continue to maintain deposits within FDIC insured limits.

Requested 10 copies of the audit.

A discussion of the matters outlined in the CPA's letter was had. A copy of the approved 2007/2008 budget with all revenue entries budgeted was provided to Willoughby. Kelley will obtain a bid from ACCI to correct the outlined deficiencies in the accounting software.

Tim Ryan reported on the amount of mortgage(s), interest rate to be reset in September 2009.

A draft budget with revenues flat from 2008/2009 was presented to the Board for its initial consideration. Given that any changes in 2009 assessments will not be known until the middle of October and the budget must be approved by September 30th, a budget will be approved using last FY's revenue and if the projected revenue will increase based on actual assessments, the budget will be increased at the October 2009 annual meeting. The increases, if any, to be approved at the annual meeting will be limited to Library Services salaries/benefits and/or books. All other categories will stay at the previously approved amounts.

The Library Services Director will be working on payroll, books and materials, and computers for the Board to consider. Payroll for Business Office independent contractors will be removed from "Professional Services" and moved to "Salaries" for next FY.

The June 2009 financial report was provided by email to the Trustees. It is attached hereto as Exhibit C . Personal Property is incorrect due to assessment billing/ programming (overbilling) issues. (Is high by @ \$5000.00).

The number of hours worked by temporary agency employees is 520. We will offer permanent part-time employment to Amber Winslett who will reach this number of hours next week. Kelley will provide current payroll information to Trustees for a final decision as to hourly pay. No change will be made in the number of hours to be worked.

BUSINESS CONDUCTED:

MOTION: Tom Berryman :To accept the agenda as attached hereto as Exhibit A.

SECOND: Tim Ryan

VOTE ON MOTION: Unanimous MOTION CARRIED

MOTION: Tim Ryan: To accept the minutes of the meeting of June 30, 2009 attached hereto as Exhibit B.

SECOND: Tom Berryman

VOTE ON MOTION: Unanimous MOTION CARRIED

MOTION: Tim Ryan For Kelley to sign and file the form 990 (Income Tax Return) .

SECOND: Megan Lansden:

VOTE ON MOTION: Unanimous MOTION CARRIED

Signed at the meeting. Mailed on August 5, 2009.

MOTION: Tim Ryan :For Kelley to sign the management letter to Willoughby.

SECOND: Megan Lansden:

VOTE ON MOTION: Unanimous MOTION CARRIED

Signed at the meeting and given to Trustee Megan Landsen for delivery

MOTION : Tim Ryan : To accept Option/Ending "B" to proposed letter to Harrison Regional Library regarding the 2009/2012 System Contract.

SECOND: Barbara Calhoun

VOTE ON MOTION: Unanimous vote to accept. MOTION CARRIED.

MOTION; Tim Ryan To accept the recommendations of William Blackstock regarding roof/water penetration issues

SECOND: Barbara Calhoun

VOTE ON MOTION: Unanimous MOTION CARRIED

MOTION: Kay Kelley. To appoint Trustee Tim Ryan as to person in charge of roof issues as identified by William Blackstock.

SECOND Barbara Calhoun.

VOTE ON MOTION: Aye: Kelley,Calhoun, Lansden, Berryman. Abstain: Ryan. MOTION CARRIED

MOTION: Tim Ryan: That any assessment overpaid that is \$10 or less be credited to the owner's account rather than refunded

SECOND: Tom Berryman

VOTE ON MOTION: Unanimous MOTION CARRIED

MOTION: Barbara Calhoun. That the CD maturing on August 30, 2009 be deposited into the Cadence money market until the interest rates increase.

SECOND: Tom Berryman

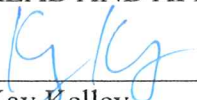
VOTE ON MOTION: Unanimous MOTION CARRIED

NEXT MEETING: September 1, 2009 4:00 p.m.

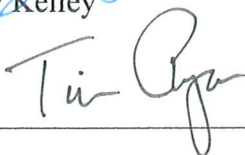
ADJOURNMENT:

MOTION: There being no further business to come before the Board, move to adjourn, no second or vote required.

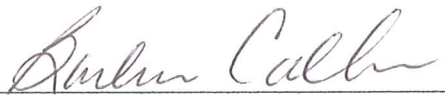
READ AND APPROVED:



Kay Kelley



Tim Ryan

A handwritten signature in cursive script, appearing to read "Barbara Calhoun", written above a horizontal line.

Barbara Calhoun

Tom Berryman

Megan Lansden