

**Catoosa County Library
Board of Trustees
Meeting Minutes
July 29, 2020 3:00 P.M.**

Members Present: Sharon Anderson, A'lisa Ratledge, Shirley Smith, Patti Long, and Carol Roberts

Others Present: Richard Groves, Sarah Holmes, Cherise Miller, Sarah Hutelin, and Rhonda Sixto.

Call to Order: Sharon Anderson, Vice-Chair, called the meeting to order at 3:04 P.M as the Chair position is currently vacant. A quorum was present.

Approval of Agenda: Ms. Anderson to approved the agenda for the July 29, 2020 meeting with the deferral of the action item to elect officers to the October meeting, 2nd by Ms. Roberts and unanimously approved.

Approval of Minutes: The Minutes of the June 3, 2020 quarterly meeting were unanimously approved, motioned by Ms. Roberts, 2nd by Ms. Ratledge.

The Minutes of the June 17, 2020 called meeting were unanimously approved, motioned by Ms. Ratledge, 2nd by Ms. Roberts.

Public Comments:

Approval of Director's Report: Richard Groves, Library Director, presented the Quarterly directors report. A copy is included in packet and incorporated by reference.

The report included an update of the library's response to COVID-19, the state grant budget, and a meeting to begin plans for a library renovation.

The Director's Report was unanimously accepted, motioned by Ms. Long, 2nd by Ms. Ratledge.

Information Items:

Budget Report: Richard Groves, Director presented the budget report. A copy of the report is included in packet and incorporated by reference.

- Library spending is in line with where the library is in its fiscal year
- Due to the reinstatement of the full state grant the FY 2021 budget has increased
- New materials purchasing procedures means that purchasing may be delayed during the first few months of the fiscal year

Statistics Report: Richard Groves, Director, presented the FY 2020 year-end statistics report. Circulation is down 15% despite the extended closure do to the pandemic. Electronic circulation increased 112% during the year and was up 140% during the library's closure; many of the new patrons are continuing to use the library's online resources.

Discussion Items:

None

Action Items:

Annual approval of signature authority was unanimously approved after a motion by Ms. Smith and second by Ms. Ratledge.

The Amended FY 2021 Budget was unanimously approved after a motion by Ms. Long and second by Ms. Roberts.

Executive Session:

Ms. Roberts motioned to enter Executive Session with Ms. Smith seconding.

Ms. Smith motioned to exit Executive Session with Ms. Roberts seconding.

Ms. Roberts made a motion to appoint Sarah Holmes as Acting Director. Ms. Ratledge seconded the motion and the motion was unanimously approved.

Old Business:

None

Trustee Comments:

Ms. Ratledge announced her resignation from the board effective at the end of the meeting. Two years remain, so someone will be appointed to fulfill the remainder of her term.

Trustees discussed the possibility of changing the Bylaws to increase the size of the board and institute term limits for board appointments.

Next Regular Meeting Date: October 14 at 3:00 pm in the library meeting room

Adjourn – Ms. Smith made a motion to adjourn the meeting, seconded by Ms. Roberts. Motion approved by unanimous consent. Meeting adjourned at 3:50 P.M.

Documents Attached:

- Director's Report
- Budget Report
- Statistics Report

Minutes Submitted by: Richard Groves

Approved: Sharon Anderson Date: 10/14/20