

**CATOOSA COUNTY LIBRARY  
BOARD OF TRUSTEES  
Board Meeting Minutes  
January 18, 2023 – 3:30 p.m.**

**Members Present:** Shirley Smith, Karen Willis, Chuck Harris, Sharon Anderson, and Rachel Lamar

**Others Present:** Sarah Holmes, Meghan Herbel, and Angela Stanley

**Call to Order:** Shirley Smith, Board Chair, called the meeting to order at 3:37 p.m. A quorum was present.

**Approval of Agenda:** Mr. Harris made a motion to approve the agenda. The motion was seconded by Ms. Willis and approved unanimously.

**Approval of Minutes:** The Minutes of the Regular Meeting on October 19, 2022, were reviewed. Ms. Lamar made a motion to approve, the motion was seconded by Ms. Anderson and approved unanimously.

**Approval of Directors Report:** Ms. Holmes, Library Director, presented the quarterly director's report. A copy is included in the packet and incorporated by reference.

The report revealed a focus on highlighted projects, Genealogy, website overhaul and update, and the GEER Device Replacement Grant received through GPLS. In addition, Ms. Holmes shared all the ways the library staff is getting involved and bringing library services to the community we serve.

Ms. Holmes included an image of some of the library staff during our last Trunk or Treat where we partnered with local organizations to provide a family event that engaged almost 2,000 community members.

Some discussion ensued about the library's new billboard on I-75 and how we hope it helps bring people to the library.

Mr. Harris made a motion to approve the director's report. Ms. Willis seconded the motion and it was approved unanimously.

**Information Items:** Ms. Holmes presented the following to the board as information items.

**Budget Report:** A copy of the report is included in the packet and incorporated by reference. Ms. Holmes shared that this was a preliminary report as finance was finalizing some items.

**Statistics Report:** A copy of the report is included in the packet and incorporated by reference. Ms. Holmes noted that we are in a steady include in most categories. In addition, kids' physical circulation numbers are back to numbers pre-pandemic.

**Discussion Items:**

None

**Action Items:**

**Approval of Proposed Collection Development Policy Update: Section 8. Request for Reconsideration:**

Ms. Holmes presented the request to update the policy, and after some discussion, Ms. Willis made a motion to approve. The motion was seconded by Ms. Anderson and approved unanimously.

**Approval of Updated Request for Reconsideration of Library Material or Program Form:** Ms. Holmes presented the old versus new form and explained differences, updated the logo, and removed language that is now included in the policy. Mr. Harris made a motion to accept and the motion was seconded by Ms. Lamar and unanimously approved.

**Approval of Updated Multi-Purpose/Meeting Room and Patio Use Request Form:** Ms. Holmes presented the old versus new form and explained differences, updated the logo, and removed language regarding the Friends of the Library since it is obsolete. Some discussion ensued about our current Meeting Room and Patio Use policy and about who typically uses this service. After discussion, Ms. Anderson made a motion to approve the update form. Ms. Willis seconded and the motion was approved unanimously.

**Approval of Updated Genealogy Request Form:** Ms. Holmes presented the old versus new form and explained differences, updated the logo, and removed language regarding the Friends of the Library since it is obsolete. The form was approved unanimously after a motion was made by Ms. Harris and seconded by Ms. Anderson.

**Approval of Updated Volunteer Application Form:** Ms. Holmes presented the old versus new form and explained differences, updated the logo, and clearer presentation with more room for potential applicants to fill in the required information. Ms. Lamar made a motion to approve. Mr. Harris seconded the motion and it was approved unanimously.

**Executive Session to Discuss Personnel:**

None

**Old Business:**

None

**Public Comments:**

None

**Trustee Comments:** Ms. Anderson commented that we haven't had many visitors to meetings. The trustees inquired how or if we informed the public of these meetings. Ms. Holmes responded that the meeting information is posted on our website, our notification board outside, and we send the meeting notification to the Catoosa County News the week before.

**Next Meeting Date:** The next Regular Library Board of Trustees Meeting is set for Wednesday, April 19, 2023, at 3:30 p.m. in the library's meeting room.

**Adjourn:** Ms. Willis made a motion to adjourn the meeting. The motion was seconded by Ms. Anderson and approved by unanimous consent. The meeting adjourned at 4:35 p.m.

Minutes submitted by: Sarah Holmes

Approved: Shirley Smith Date: 4-19-2023