

**Catoosa County Library
Board of Trustees
Regular Meeting Minutes
April 16, 2019 4:00 P.M.**

Members Present: Sarah Hutelin, Cherise Miller, Sharon Anderson, and Alicia Vaughn

Others Present: Richard Groves, Director.

Call to Order: Sarah Hutelin, Chair, called the meeting to order at 4:00 P.M. A quorum was present.

Approval of Agenda: The Agenda of the April 16, 2019 meeting was approved unanimously, motioned by Ms. Vaughn, 2nd by Ms. Anderson.

Approval of Minutes: The Minutes of the January 22, 2019 meeting were unanimously approved, motioned by Ms. Vaughn, 2nd by Ms. Anderson.

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 strategic planning
- Library programs, outreach events, and marketing were discussed
- Director discussed the outlook for the 2020 state budget as it looks in the General Assembly

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

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

Statistics Report: Richard Groves, Director, presented the statistics report. The dips experienced in the first quarter (visits and circulation) continued. Circulation is almost exactly where it was the prior year, which means the fewer people coming in are checking out more items per visit.

Discussion Items:

NONE

Action Items:

Approval of Amnesty for fines for the return of Long Overdue items during June and July
Ms. Vaughn made a motion to waive all library fines and fees during the months of June and July.
The motion was seconded by Ms. Hutelin and approved unanimously

Approval to change DVD circulation rules to match that of all other library items
Ms. Vaughn made a motion to change circulation rules for DVDs to match that of print items. The motion was seconded by Ms. Anderson and approved unanimously

Old Business:

Public Comments: None

Trustee Comments: None

Next Regular Meeting Date: July 16, 2019 at 4:00 P.M.

Adjourn – Ms. Anderson made a motion to adjourn the meeting, seconded by Ms. Vaughn. Motion approved by unanimous consent. Meeting adjourned at 4:30 P.M.

Documents Attached:

- Director's Report
- Budget Report
- Statistics Report

Minutes Submitted by: A'Lisa Ratledge

Approved: _____ Date: _____