

**Catoosa County Library
Board of Trustees
Regular Meeting Minutes
October 10, 2019 4:00 P.M.**

Members Present: Sarah Hutelin, Carol Roberts, Shirley Smith, and A'lisa Ratledge

Others Present: Richard Groves

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 October 10, 2019 meeting was approved unanimously, motioned by Ms. Roberts, 2nd by Ms. Smith.

Approval of Minutes: The Minutes of the July 16, 2019 regular meeting were unanimously approved, motioned by Ms. Smith, 2nd by Ms. Roberts.

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

The Director's Report was unanimously accepted, motioned by Ms. Hutelin, 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

Statistics Report: Richard Groves, Director, presented the First Quarter FY 2020 statistics report. Circulation is almost exactly where it was the prior year, which means the fewer people coming in are checking out more items per visit. The number of participants in library programs continued to increase, and the electronic circulation grew again to nearly 20,000.

Discussion Items:

The board discussed adding a new Library Programming Policy and including programming in the Request for Reconsideration form

Action Items:

The FY 2020 State LibTech Grant Spending Plan was unanimously approved with a motion by Ms. Hutelin and a second by Ms. Ratledge.

Director travel to Public Library Directors Meeting in Savannah Dec. 4-6, 2019 was unanimously approved with a motion by Ms. Ratledge and a second by Ms. Hutelin.

Cataloger travel to State Cataloger conference in Helen Dec. 17-19, 2019 was unanimously approved with a motion by Ms. Hutelin and a second by Ms. Ratledge.

Director travel to Finance Training in Athens January 27-30, 2020 was unanimously approved with a motion by Ms. Ratledge and a second by Ms. Roberts.

Executive Session:

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

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

No action was taken

Old Business: None

Public Comments: None

Trustee Comments: None

Next Regular Meeting Date: The Chair suggested that the meeting be held the second Tuesday at the beginning of each quarter. The next meeting will be January 14, 2020.

Adjourn – Ms. Ratledge made a motion to adjourn the meeting, seconded by Ms. Roberts. Motion approved by unanimous consent. Meeting adjourned at 5:05 P.M.

Documents Attached:

- Director's Report
- Budget Report
- Statistics Report

Minutes Submitted by: A'Lisa Ratledge

Approved: _____ Date: _____