

**CATOOSA COUNTY LIBRARY  
BOARD OF TRUSTEES  
Board Meeting Minutes  
October 20, 2021 – 3:00 p.m.**

**Members Present:** Shirley Smith (Chair), Chuck Harris, and Pat Long

**Others Present:** Sarah Holmes (Director) and Meghan Herbel (Assistant Director)

**Call to Order:** Shirley Smith, Chair, called the meeting to order at 3:29 p.m. A quorum was present

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

**Approval of Minutes:** The Minutes of the Regular Meeting on July 21, 2021 were unanimously approved, motioned by Mr. Harris and seconded by Ms. Long.

The Minutes of the Called Meeting on September 14, 2021 were unanimously approved, motioned by Mr. Harris and seconded by Ms. Long.

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

The report included some insight on the library's efforts on outreach and community engagement which included, but was not limited to: Catoosa Kids Day, the Rabbit Valley Farmers Market, Kids Kastle Storytime, the Parks and Recreation Department's Fall Festival, Heritage High School, and the Library's own annual Trunk or Treat.

The report also provided an update on housekeeping and building concerns relating specifically to moisture issues, mold growth, and the steps library management is taking with the county maintenance department to address the issues. There was some discussion on how the funds would be provided to address the need to either replace the windows or for the sealant and the director commented that it would most likely need to be included in a future capital project.

Another concern brought to the attention of the board were the abnormal and inappropriate comments and emails left on the library's facebook page or received by library staff. There was some discussion about how best to handle such comments with the intent to simultaneously protect the open venue nature of facebook communication whilst encouraging relatable and appropriate communication for a public library. Mr. Harris suggested possibly adjusting the page to have it be Admin operated so that comments had to be approved before being made public and the other members of the board present liked this idea. The director commented that she had reached out to Human Resources and through them, the county attorney who suggested we cease to respond to the individual unless it was specifically library related.

There was some additional conversation about restroom maintenance and proper use of restrooms as they have been misused in the last few months. Mr. Harris suggested that until the library can upgrade our current security system, to potentially purchase a single camera that could view the hallway area before the restrooms to hopefully prevent further misuse.

Mr. Harris made a motion to accept the Director's Report. The motion was seconded by Ms. Long and 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 packet and incorporated by reference.

**Statistics Report:** A copy of the report is included in the packet and incorporated by reference.

### **Discussion Items:**

Ms. Holmes presented the following to the board as discussion items:

**Fines free:** Ms. Holmes and Mrs. Herbel explained the PINES pilot project for going fines free. Ms. Holmes said she wanted to notify the board of this as a future project and to be on the lookout for an official proposal at the next quarterly meeting. The board was unanimously positive about this project.

**Updating plans and policies:** Ms. Holmes notified the board that she was starting to work on updating the library's current plans and policies that were due for an update including but not limited to the technology plan, meeting room and study room policies, and the social media policy.

### **Action Items:**

**Director Travel to December Public Library Directors Meeting:** Unanimously approved after a motion by Ms. Long and seconded by Mr. Harris.

**Old Business:** None

**Trustee Comments:** None

**Public Comments:** None

**Next Meeting Date:** Regular Meeting – Wednesday, January 19 at 3:00 p.m. in the library meeting room.

**Adjourn:** Meeting adjourned by Ms. Smith at 4:40 p.m.

Minutes Submitted by: Sarah Holmes

Approved:  Date: 1-19-2022