

**CATOOSA COUNTY LIBRARY**  
**BOARD OF TRUSTEES**  
**Board Meeting Minutes**  
**April 19, 2023 – 3:30 p.m.**

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

**Others Present:** Sarah Holmes and Meghan Herbel

**Call to Order:** Shirley Smith, Board Chair, called the meeting to order at 3:34 p.m. A quorum was present.

**Approval of Agenda:** After a brief introduction to the agenda items by Ms. Holmes, Ms. Anderson made a motion to approve the agenda. Ms. Lamar seconded the motion and it was approved unanimously.

**Approval of Minutes:** The minutes of the Regular Meeting on January 18, 2023, were reviewed. Ms. Willis made a motion to accept the minutes, the motion was seconded by Mr. Harris and unanimously approved.

**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 covered project updates for Genealogy, the Community Artists in Residence Program, the GEER Device Replacement Grant, workstation shifts, and partnership passes (featuring our newest additions from the Creative Discovery Museum). Some discussion ensued about library projects as a whole in reference to renovation. Ms. Holmes shared that she planned to reopen the storytime corner before the start of Summer. Ms. Willis inquired about whether or not we have in-house IT and Ms. Holmes replied that she handles most everyday inquires and reaches out to county IT or RTC if additional help is needed.

The report presented statistics from our outreach and community engagement efforts. This past quarter we visited two schools for outreach and invited two different schools for "in-reach" or tours. They were all very successful.

Ms. Holmes also included staff continuing education efforts as well as staff recognition. Some discussion ensued about staff accomplishments and success in serving our community and making the library a great place to visit.

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

**FY2024 Roster Boards of Trustees:** A current roster is required for the 2023 Annual Report collected by the Georgia Public Library Service (GPLS). Ms. Holmes asked board members to check if their information was correct.

**AUP (Agreed Upon Procedures) Report from Kim Site:** Ms. Holmes shared a physical copy of the AUP report that was emailed to the board in October 2022. Kim Site, the CPA who performed the report stated there were no findings for Fiscal Year 2022.

**Certifications Regarding Debarment, Suspension and other responsibility matters; Drug-Free Workplace Requirements; Lobbying; Federal Debt Status; and Nondiscrimination:** Ms. Holmes shared a

copy of this document that needs to be reviewed, signed for compliance, and returned to GPLS for the Annual Report.

**Budget Report:** A copy of the report is included in the packet and incorporated by reference. Ms. Holmes shared some feedback regarding budget items that were overspent in some areas and underspent in others, noting this was an acknowledged and expected change and would reflect in next year's budget request. Some discussion ensued regarding SPLOST expenditures and Ms. Holmes shared she had made inquired to county staff (specifically IT and maintenance) about capital improvement projects that are needed in which these funds will be expended. Some projects that have priority are, an updated security system for the building, painting projects, carpet replacement, and furniture replacement.

**Statistics Report:** A copy of the report is included in the packet and incorporated by reference. Ms. Holmes noted that there is a steady increase in all categories.

**Director Travel to May Public Library Directors Meeting:** Ms. Holmes shared a copy of her travel request to the next directors meeting as it is usually brought to the board for unanimous approval. Mr. Harris asked if this document needed to be ratified and Ms. Holmes shared that while she normally brings it to the entire board, it only requires the board chair's approval.

#### **Discussion Items:**

**Library Director Evaluation:** This evaluation needs to be completed by June 30, 2023. Some discussion ensued about which method to use and it was decided that the library board would use the same evaluation template as the previous year and call a meeting in early June to discuss and review the evaluation with Ms. Holmes once complete and ready for submission.

#### **Action Items:**

**Staff Development Day – Friday, April 28, 2023:** Ms. Holmes requested staff development day, this quarter's theme is risk management and will include fire extinguisher training with help from the Catoosa County Fire Department. Some discussion ensued. Mr. Harris inquired if the staff had received CPR training and Ms. Holmes replied that some staff recently received training, but several of the library staff are certified. Ms. Willis made a motion to approve and Ms. Anderson seconded the motion. The motion was so moved with unanimous consent.

**Pet Food for Fines – June:** Ms. Holmes requested that during June, patrons be allowed to waive overdue fines on Catoosa County Library items in exchange for donated unopened pet food. This drive would be a partnership with the North Georgia Animal Alliance to go along with the Summer Reading Theme "All Together Now." Ms. Lamar made a motion to approve and the motion was seconded by Mr. Harris and approved unanimously.

**Food for Fines – July:** Ms. Holmes requested that during July, patrons be allowed to waive overdue fines on Catoosa County Library items in exchange for donated unopened food. This drive would be a partnership with the Chattanooga Food Bank to go along with the Summer Reading Theme "All Together Now." Some discussion ensued about whether or not Chattanooga Food Bank was considered local or it would be better to partner with Christ Chapel. Mr. Harris shared that most places that distribute food in

Catoosa County to those in need receive their food from the Chattanooga Food Bank as North West Georgia is part of the Chattanooga Food Bank's service area. Ms. Anderson made a motion to approve Food for Fines – July and the motion was seconded by Ms. Willis and approved unanimously.

**Fines Free September:** Ms. Holmes requested that during September, to go along with Library Card Sign-Up Month, that the library provides the opportunity to waive any fines associated with Catoosa County Library items. Some discussion ensued. Ms. Smith asked if we could go fines free and there was some discussion about the PINES pilot about the fines free project and what all that would entail. Ms. Smith asked how other libraries receive funds and Ms. Holmes replied that it is varied, but Catoosa County is especially fortunate to not have to rely on overdue fees to cover costs. Mr. Harris commented that this campus (Benton Place Campus, on which the library resides) is seen as an investment in Catoosa citizens by the Catoosa County Government. Mr. Harris made a motion to approve Fines Free September. The motion was seconded by Ms. Anderson and unanimously approved.

**Approval of FY2024 Proposed Library Budget:** Ms. Holmes presented the budget with an accompanied page of more in-depth detailed notes for the breakdown of funds received from the State. Ms. Smith commented she appreciated the additional information and Ms. Holmes noted to include the county's breakdown at the next meeting. Ms. Anderson made a motion to accept the FY2024 Proposed Library Budget. Ms. Lamar seconded the motion and it was approved unanimously.

**Approval of FY2024 Application for State Aid to Public Libraries:** This item was tabled to be covered in a called meeting in June. Ms. Holmes needs to inquire on whether or not Ms. Smith, current board chair, but with a term expiring June 30, 2023, has the authority to sign the documents as it requests "Library System Board Chairperson's Name '(Chair as of July 1, 2023)'"

**Approval of FY2024 Director Salary Approval Form:** This item was tabled to be covered in a called meeting in June. Ms. Holmes needs to inquire on whether or not Ms. Smith, current board chair, but with a term expiring June 30, 2023, has the authority to sign the documents as it requests "Library System Board Chairperson's Name '(Chair as of July 1, 2023)'"

**Approval of FY2024 Signature Authority:** This item was presented to the board. Ms. Willis made a motion to approve and Ms. Harris seconded the motion. It was approved with unanimous consent.

**Executive Session to Discuss Personnel:**

None

**Old Business:**

None

**Public Comments:**

None

**Trustee Comments:** Ms. Smith commented that this was a good meeting and that she would love to be considered for serving an additional term. Mr. Harris replied that he would inquire about term renewal.

**Next Meeting Date:** Ms. Smith called a Library Board of Trustees Meeting for Tuesday, June 6 at 3:30 p.m. in the library's meeting room to discuss the Library Director Evaluation, Approval of FY2024 Application for State Aid to Public Libraries, and Approval of FY2024 Director Salary Approval Form.

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

**Adjourn:** Mr. Harris made a motion to adjourn the meeting. The motion was seconded by Ms. Willis and approved by unanimous consent. The meeting adjourned at 4:51 p.m.

Minutes submitted by: Sarah Holmes

Approved:  Date: 7-19-23