

**CATOOSA COUNTY LIBRARY  
BOARD OF TRUSTEES  
Board Meeting Minutes  
January 19, 2022 – 3:00 p.m.**

**Members Present:** Shirley Smith (Chair), Sharon Anderson, and Pat Long

**Others Present:** Sarah Holmes (Director)

**Call to Order:** Shirley Smith, Board Chair, called the meeting to order at 3:02 p.m. A quorum was present

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

**Approval of Minutes:** The Minutes of the Regular Meeting on October 20, 2021, were unanimously approved, motioned by Ms. Anderson, and seconded by Ms. Long.

**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 included updates about the library's operation; the library is now accepting credit card payments over the phone and the Genealogy Room is still closed for collection maintenance. Some discussion ensued about the amount of funds generated by fines. Ms. Holmes revisited the topic of the Fines Free project brought up in the previous meeting and some discussion ensued about the mechanics of what all that entailed. The board suggested some ideas about how we could incorporate a fine forgiveness month to encourage people to come back to the library.

The report included some insight into the ongoing efforts that the library is taking to reach community members that included but is not limited to: Trunk or Treat, LIFT Outreach, Santa in the Park, and Link @ the Y.

Ms. Holmes shared that Catoosa County Maintenance was currently accepting proposals to fix the seal on the windows and that the deadline to submit those proposals was Thursday, January 27, 2022. Ms. Holmes communicated that this project directly affects the Genealogy Room since it was determined that the windows were one of the main causes of all the moisture-related problems. The goal is to clean and assess the Genealogy collection and have the room reopened by the time the window project is completed.

The library currently has one part-time Library Assistant position available and the deadline to apply is Wednesday, January 26, 2022.

Ms. Holmes shared an update from Julie Walker, State Librarian, about the budget recommendations for Fiscal Year 2022. Discussion ensued about the recommendation for library technology enhancement funds and the board inquired whether or not this is something the library would need to apply for. Ms. Holmes shared that she did not yet know all the details, but assured them that she would make sure to keep them in the loop as she received additional information.

Ms. Long made a motion to accept the Director's Report. The motion was seconded by Ms. Anderson 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 the packet and incorporated by reference. Ms. Holmes additionally informed the board that there was a discrepancy in the amount of funds shown available in the state portion due to the differentiating fiscal years between the county and the state and that this was currently being addressed.

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

**Discussion Items:**

None

**Action Items:**

None

**Executive Session to Discuss Personnel:** Ms. Anderson made a motion to move into an Executive Session at 3:41 p.m. The motion was seconded by Ms. Long and approved unanimously.

Ms. Anderson made a motion to leave the Executive Session at 3:48 p.m. The motion was seconded by Ms. Long and approved unanimously.

**Old Business:**

None

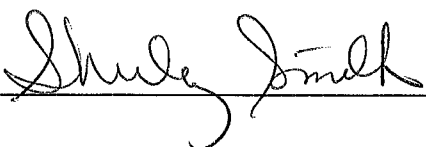
**Public Comments:**

**Trustee Comments:**

**Next Meeting Date:** Quarterly Meeting – Wednesday, April 20, 2022, at 3:00 p.m. in the library meeting room.

**Adjourn:** Ms. Long made a motion to adjourn the meeting, seconded by Ms. Anderson. Motion approved by unanimous consent. Meeting adjourned at 3:54 p.m.

**Minutes Submitted by:** Sarah Holmes

Approved:  Date: 4/20/2022