

**CATOOSA COUNTY LIBRARY  
BOARD OF TRUSTEES  
Board Meeting Minutes  
January 21, 2026 – 3:30 p.m.**

**Members Present:** Shirley Smith, Chuck Harris, Rachel Lamar, Karen Willis, and Randall Farrell

**Others Present:** Sarah Holmes, Kara Thompson, and Meghan Herbel

- I. **Call to Order:** Shirley Smith, Board Chair, called the meeting to order at 3:35 p.m. A quorum was present.
- II. **Approval of Agenda:** After a brief review, Mr. Harris made a motion to approve the agenda. The motion was seconded by Ms. Lamar and approved with unanimous consent.
- III. **Approval of Minutes:**
  - a. **Regular Meeting on October 15, 2025** - After a brief review, Ms. Lamar made a motion to approve the agenda. The motion was seconded by Ms. Willis and approved with unanimous consent.
- IV. **Approval of Director's Report:**
  - a. Ms. Holmes informed the Board that we received our new vehicle and updated the Board on the status of the security system. She also announced a new partnership pass and discussed the recent patron survey and the development of a "Library of Things."  
  
Ms. Holmes gave updates on the library staff, including new members, retirements, and job changes. She also shared that there are three open positions.  
  
Ms. Holmes gave a brief update on the FY2025 State Funds Agreed Upon Procedures and thanked the Catoosa County Board of Commissioners for the recent holiday bonus.  
  
A copy of the report is included in the packet and incorporated by reference. Ms. Willis made a motion to accept the director's report. Ms. Lamar seconded the motion, and the report was approved unanimously.
- V. **Information Items:**
  - a. **Budget Report:** A copy of the report is included in the packet and incorporated by reference. Ms. Holmes provided an overview of fund allocation and differing fiscal year structures. Limited discussion was had regarding state grant allocations.
  - b. **Statistics Report:** A copy of the report is included in the packet and incorporated by reference. Some discussion followed about the effect of transits on circulations and holds.
- VI. **Discussion Items:** N/A
- VII. **Action Items:**
  - a. **Ratify approval to delay opening until 1:30 PM on Thursday, December 11, 2025, to allow library staff to attend the Catoosa County Employee Christmas Luncheon** - Ms.

Holmes presented this item to the board. Mr. Harris made a motion to approve. Ms. Lamar seconded, and it was approved with unanimous consent.

- b. **Ratify Approval of Director travel to Washington, D.C. for National Library Legislative Day 2026 scheduled for February 25-26, 2026 (travel costs to be reimbursed by GLA)** - Ms. Holmes presented this item to the board. Ms. Lamar made a motion to approve. Mr. Harris seconded, and it was approved with unanimous consent.
- c. **Approval of Director registration and travel fees for Financial Training in Athens, GA March 9-12, 2026** - Ms. Holmes presented this item to the board. Mr. Harris made a motion to approve. Ms. Lamar seconded, and it was approved with unanimous consent.
- d. **Approval of staff days 2026: February 16, 2026, and October 9, 2026** - Ms. Holmes presented this item to the board. Ms. Lamar made a motion to approve. Mr. Farrell seconded, and it was approved with unanimous consent.
- e. **Approval of updated [Proctoring Service Request form](#)** - Ms. Holmes presented this item to the board. Mr. Farrell made a motion to approve. Ms. Willis seconded, and it was approved with unanimous consent.

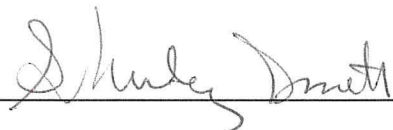
VIII. **Public Comments:** N/A

IX. **Trustee Comments:** N/A

X. **Next Meeting Date:** Regular Meeting on April 15, 2026, at 3:30 p.m. in the Library's Meeting Room.

XI. **Adjourn:** The meeting was adjourned at 4:31 p.m. after a motion was made by Mr. Harris and a second by Ms. Lamar. The motion was approved unanimously.

Minutes submitted by: Kara Thompson

Approved:  Date: 4-15-26