

**CATOOSA COUNTY LIBRARY
BOARD OF TRUSTEES
Board Meeting Minutes
July 20, 2022 – 3:30 p.m.**

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

Others Present: Sarah Holmes and Meghan Herbel

Call to Order: Shirley Smith, Chair, called the meeting to order at 3:32 p.m. A quorum was present.

Approval of Agenda: Ms. Anderson 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 April 20, 2022, were unanimously approved, motioned by Mr. Harris, and seconded by Ms. Willis.

The Minutes of the Called Meeting on May 3, 2022, were unanimously approved, motioned by Ms. Willis, and seconded by Ms. Anderson.

Approval of Director's 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 and success with a focus on outreach and community engagement. Ms. Holmes reported that although the Genealogy Room is still closed, staff is working steadily on the project. Ms. Holmes reported that the meeting with Tri-State Glass and Joseph Kearns to discuss the replacement process went well and she believes that the project will span two to three months but that the library should only need to be closed for two to three weeks near the end of the project. Ms. Holmes also shared that the library has filled two vacant part-time positions and is in the process of interviewing applicants for our vacant full-time position.

Ms. Holmes also included a budget update. The budget for FY 2023 is finalized and we are moving forward smoothly into the new fiscal year. The library also received a \$275 sub-LSTA grant to establish a butterfly garden to be part of the Rosalynn Carter Butterfly Trail project. The library's garden is #314 and more information and photos can be found at rosalynncarterbutterflytrail.org.

There was some discussion about the release of the butterflies (that library staff had raised from caterpillars) during a storytime and that Ms. Smith would like to see the footage and similar programs. Ms. Holmes agreed and brought up some ideas regarding garden ideas and the potential of a seed library.

Mr. Harris made a motion to approve 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 shared that she is working closely with the county to ensure that the library closes out the previous fiscal year successfully and is ready for our audit in September.

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

Discussion Items:

Trunk or Treat Event – Ms. Holmes shared a first draft proposal of this year’s trunk or treat event and requested feedback from the board. Mr. Harris and other trustees agreed that the line was terrible last year. Mr. Harris suggested maybe trying what’s known in golf tournaments as a “shotgun start” in which different lines are formed at the beginning and attendees are directed to start at different points of the circuit. Mr. Harris also suggested maybe having a smaller space with games set aside for the smaller children so that they don’t necessarily need to stay for the larger event, but still have fun.

Library Board of Trustee Vacancy – There is a vacancy on the Library Board of Trustees due to Pat Long relocating. Mr. Harris offered to help get the vacancy posted. Some discussion ensued about terms, Board policies, and the process of appointing which led Ms. Holmes to introduce the next topic on the agenda.

Library Board of Trustee Training - Ms. Holmes shared that she spoke with Ben Carter, Assistant State Librarian with the Georgia Public Library Service, this week about scheduling Trustee Training. Ms. Anderson suggested that we wait to schedule until after the Board of Commissioners has appointed a new Library Board of Trustees member and the rest of the members agreed.

Action Items: Ms. Holmes presented the following items to the board as action items.

Approval of Amended FY 2023 Preliminary Library Budget: The FY2023 Budget was presented to the board and after some discussion, Mr. Harris made a motion to approve the budget. The motion was seconded by Ms. Willis and approved unanimously.

Approval of Amended FY2023 Library Director Salary and Benefits: The Amended FY 2023 Library Director’s salary was presented to the board and after a discussion in which Ms. Holmes explained the minor changes since previously approved, Ms. Anderson made a motion to accept the Amended FY 2023 Library Director’s salary and benefits as follows:

Director Salary	\$78,028.80
Director Benefits	\$31,675.35
Director Total	\$109,704.15

The motion was seconded by Mr. Harris and approved unanimously.

Approval for early closure, 2:00 p.m., for Trunk or Treat Event on Monday, October 31, 2022: Unanimously approved after a motion by Ms. Willis and seconded by Mr. Harris.

Approval for closure for staff development day on Monday, August 29, 2022: After a short discussion, Mr. Harris made a motion to approve. The motion was seconded by Ms. Anderson.

Approval of Director's registration, travel and stay for Fall Director's Meeting: Unanimously approved after a motion by Ms. Anderson and seconded by Mr. Harris.

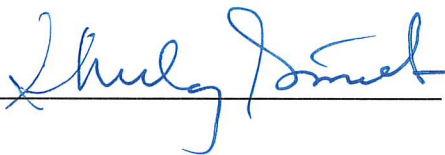
Public Comments: None

Trustee Comments: Mr. Harris briefly touched base again about next steps in filling the board vacancy and that interested applicants would need to send a cover letter to the administrative office to be considered for the vacancy.

Next Meeting Date: The next Regular Library Board of Trustees Meeting is set for Wednesday, October 19, 2022, at 3:30 p.m. in the library's meeting room.

Adjourn: Ms. Willis made a motion to adjourn the meeting. The motion was seconded by Ms. Anderson and approved by unanimous consent. Meeting adjourned at 4:47 p.m.

Minutes submitted by: Sarah Holmes

Approved:  Date: 10.19.22