

**CATOOSA COUNTY LIBRARY
BOARD OF TRUSTEES
Meeting Minutes
April 20, 2022 – 3:00 p.m.**

Members Present: Shirley Smith, Sharon Anderson, Chuck Harris, and Karen Willis (3:10 p.m.)

Others Present: Sarah Holmes and Meghan Herbel

Call to Order: Shirley Smith, Chair, called the meeting to order at 3:03 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 January 19, 2022, quarterly meeting were unanimously approved, motioned by Ms. Anderson, and seconded by Mr. Harris.

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 Genealogy Room is still closed for collection maintenance; however, Ms. Holmes shared that her staff is working hard to make sure the collection is in good shape once we have the windows replaced. To that, Ms. Holmes shared that the Catoosa County Board of Commissioners approved a contract with Tri-State Glass and Window on April 19, 2022, to replace the second-story windows in the library. Ms. Holmes also shared that two internal staff members were hired to fill vacant full-time positions and that the posting for the positions that were open are now closed.

The report also included an update regarding ongoing partnerships throughout the county which includes but is not limited to: in-house tours for students, LIFT outreaches, Kids Kastle Daycare Storytimes, programs with Link @the Y, and the projects made possible by the Early Literacy Task Force.

Ms. Holmes also included a budget update. The library was allocated \$12,578.54 in FY2022 Lib Tech funds. These funds will be used to set up a self-service print station and to purchase Microsoft Office Home and Business 2021 for patrons. The FY2022 amended budget also included funding for the \$5,000 salary increase for state employees. This increase is reflected in the proposal for the FY2023 budget.

Information Items:

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

AUP (Agreed Upon Procedures) Report from Terry Masters: A copy of the report is included in

the packet and incorporated by reference.

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

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

Discussion Items:

Library Director Evaluation: The library board members present decided to pause discussing the Library Director Evaluation by calling a meeting at a later date before June 30, 2022.

Action Items:

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

Director Travel to May Public Library Directors Meeting: Unanimously approved after a motion by Ms. Willis and seconded by Ms. Anderson.

Staff Development Day: After a short discussion, Ms. Anderson made a motion to approve Staff Development Day for Monday, May 2, 2022. The motion was seconded by Ms. Harris and approved unanimously.

Fines Free September: After a short discussion, in which it was clarified that during September 2022, all fines for Catoosa County Library items will be forgiven, no matter how old, Mr. Harris made a motion to approve Fines Free September. The motion was seconded by Ms. Willis and approved unanimously.

Approval of Amended FY 2022 Library Director Salary and Benefits: The FY 2022 Amended Library Director's salary was presented to the board and after discussion, Ms. Anderson made a motion to accept the FY 2022 Amended Library Director's salary and benefits as follows:

| | |
|-------------------|--------------|
| Director Salary | \$78,028.80 |
| Director Benefits | \$30,799.84 |
| Director Total | \$108,828.64 |

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

Approval of Amended FY 2022 Library Budget: Unanimously approved after a motion by Mr. Harris and seconded by Ms. Willis.

Approval of FY 2023 Preliminary Library Budget: Unanimously approved after a motion by Ms. Anderson and seconded by Mr. Harris.

Approval of FY 2023 Application for State Aid to Public Libraries: After some discussion, Ms. Willis made a motion to approve. This was seconded by Mr. Harris and approved unanimously.

Approval of FY 2023 Signatory Authority: Unanimously approved after a motion by Ms. Anderson and seconded by Ms. Willis.

Approval of FY 2023 Library Director Salary and Benefits: The FY 2023 Library Director's salary was presented to the board and after discussion, Mr. Harris made a motion to accept the FY 2023 Library Director's salary and benefits as follows:

| | |
|-------------------|--------------|
| Director Salary | \$78,028.80 |
| Director Benefits | \$30,799.84 |
| Director Total | \$108,828.64 |

The motion was seconded by Ms. Anderson and approved unanimously.

Executive Session to Discuss Personnel: None

Old Business: None

Public Comments: None

Trustee Comments: None

Next Meeting Date: Ms. Smith proposed that a date be set for a called meeting. The called meeting will be on Tuesday, May 3, 2022, at 2:00 p.m. in the library's meeting room to address the following action item:

Library Director Evaluation

The next Regular Library Board of Trustees Meeting is set for Wednesday, July 20, 2022, at 3:00 p.m. in the library's meeting room.

Adjourn: Mr. Harris made a motion to adjourn the meeting, seconded by Ms. Willis. Motion approved by unanimous consent. Meeting adjourned at 4:22 p.m.

Minutes Submitted by: Sarah Holmes

Approved: Shirley Smith Date: 7-28-2022