

**Catoosa County Library
Board of Trustees
Meeting Minutes
April 21, 2021 – 3:00 p.m.**

Members Present: Shirley Smith (Chair), Carol Roberts, and Pat Long (Secretary)

Others Present: Sarah Holmes (Director), Meghan Herbel (Assistant Director)

Call to Order: Shirley Smith, Chair, called the meeting to order at 3:05 p.m. A quorum was present.

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

Approval of Minutes: The Minutes of the January 20, 2021 quarterly meeting were unanimously approved, motioned by Ms. Long, 2nd by Ms. Roberts.

Approval of Directors Report: Ms. Holmes, Library Director, presented the quarterly director's report. A copy is included in packet and incorporated by reference.

The report included an update of the library's continued response to COVID-19 with information about the changes upcoming in May. Ms. Holmes asked the board to review the changes, discussion ensued, and plans for the library's operation in May are the following:

- The library will extend open hours to 10:00 a.m. Monday-Friday
 - o 10:00 a.m. – 6:00 p.m. Monday and Wednesday
 - o 10:00 a.m. – 4:00 p.m. Tuesday, Thursday, and Friday
 - o 10:00 a.m. – 3:00 p.m. Saturday
- The library will no longer be quarantining items returning to the library
- We will reopen the inside book drops for patron use
- The library will no longer check items in under amnesty mode

The report also included an update regarding ongoing partnerships throughout the county, specifically highlighting the Friends of the Catoosa County Library, North Georgia Community YMCA, and LIFT and how the library has partnered with them in the past and plans for partnering in the future. There was a lot of good discussion about the programs being offered in the library both currently and planned, especially in responding to the needs of the community.

Ms. Holmes brought to the board the idea to use the front lobby display case more effectively by enlisting the Friends of the Catoosa County Library's help in making it more attractive to then be able to spotlight some nonprofits and organizations in our community that make be of help or interest to our patrons; for example, but not limited to: the 6th Cavalry Museum, 4-H, the Family Collaborative, The Family Resource Agents, and the Catoosa Citizens for Literacy.

Ms. Holmes asked if it would also be an appropriate spot to highlight some of active sponsors for our Summer Reading Program and other programs throughout the year. Discussion ensued and it was advised to be careful to make sure to follow county policy when it comes to gratuity; however, the board felt that if the sponsors are given equal space and anyone could be included, it could be acceptable to dedicate a small "thank you!" space.

There was a lot of good discussion about future possibilities for example, Ms. Long brought up that a good spotlight could be for young authors in Catoosa County. The board also inquired if the director had plans to incorporate art in the library from students in our area and Ms. Holmes shared that she had some plans in the works to set up gallery spaces throughout the library for that very purpose.

Information Items:

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

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

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

Salary Supplement & Materials Supplement April 2021: A copy of the report is included in packet and incorporated by reference. Ms. Holmes shared the details surrounding the salary supplement for fiscal year 2021 as well as the change in the materials supplement that is reflected in the amended budget as well as the budget for the following fiscal year.

Roster of Board of Trustees FY2022: Ms. Holmes requested that the board members present review their information for correctness and to report back any changes as it will be needed for the annual report.

Action Items:

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

Approval of amended FY 2021 Library Budget: Unanimously approved after a motion by Ms. Long and seconded by Ms. Roberts.

Approval of FY 2022 Preliminary Library Budget: Unanimously approved after a motion by Ms. Roberts and seconded by Ms. Long.

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

Director Salary	\$73,028.80
Director Benefits	\$29,621.99

Director Total \$102,650.79

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

Discussion Items:

Library Director Evaluation: Ms. Smith brought up that the Library Director Evaluation needs to be done and completed by June 30, 2021. Discussion ensued and the consensus was made that since not all board members were in attendance to wait and conduct the evaluation at the called meeting in June.

Old Business: None

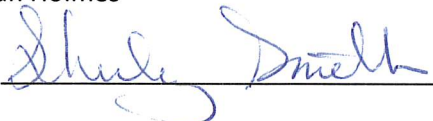
Trustee Comments: None

Next Meeting Date: Ms. Smith proposed that we set a date for a called meeting to be on Wednesday, June 23 in the library meeting room to address the following action items:

- Library Director Evaluation
- Approval of the FY 2022 Signatory Authority
- Approval of the FY 2022 Application for State Aid to Public Libraries

Adjourn: Ms. Long made a motion to adjourn the meeting, seconded by Ms. Roberts. Motion approved by unanimous consent. Meeting adjourned at 4:18 p.m.

Minutes Submitted by: Sarah Holmes

Approved:  Date: 7/21/2021