CATOOSA COUNTY LIBRARY
BOARD OF TRUSTEES
Board Meeting
July 15, 2026 – 3:30 p.m.

Meeting Minutes

Members Present: Shirley Smith, Chuck Harris, and Randall Farrell

Others Present: Sarah Holmes, Meghan Herbel, Karen Willis

I. **Call to Order:** Shirley Smith, Board Chair, called the meeting to order at 3:30 p.m. A quorum was present.

II. **Approval of Agenda:** After a brief review, Mr. Farrell made a motion to approve the agenda. The motion was seconded by Mr. Harris and approved with unanimous consent.

III. **Approval of Minutes:**

a. **Regular Meeting on April 15, 2026 -** After a brief review, Mr. Harris made a motion to approve the minutes. The motion was seconded by Mr. Farrell and approved with unanimous consent.

b. **Called Meeting on June 2, 2026 -** After a brief review, Mr. Farrell made a motion to approve the minutes. The motion was seconded by Mr. Harris and approved with unanimous consent.

IV. **Approval of Director's Report:**

a. Ms. Holmes informed the Board that the Camera System project had been awarded and will hopefully be completed before the end of the county's fiscal year in September. Some conversation followed about how this project would be funded. Ms. Holmes discussed the expansion of the Library of Things collection as well as introducing capital improvement projects, providing updates for PINES funding and the State Librarian, and gave information about the Summer Reading Program.

Mr. Farrell made a motion to accept the director's report. Mr. Harris 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 explained that this report included information as available on May 31 and informed the Board that she was in contact with the county's Finance Department to address overages and the removal of SPLOST funds from the spreadsheet.

b. **Statistics Report:** A copy of the report is included in the packet and incorporated by reference. A discussion followed about digital circulation trends and the adjusted numbers in the "Visits" graph. Ms. Holmes also discussed the impact of PINES changes to the downward trending transits.

VI. **Discussion Items:**

a. **Trunk or Treat Event - Saturday, October 24, 2025, from 3:00 to 5:00 PM** - Ms. Holmes invited the Board to the upcoming program.

VII. **Action Items:**

a. **Ratify Approval for Kim Site to perform FY2026 Agreed-Upon Procedures (AUP) -** Ms. Holmes presented this item to the board. Mr. Harris made a motion to approve. Mr. Ferrell seconded, and it was approved with unanimous consent.

b. **Approval of Director's registration for prep course (UGA) and exam fees (SHRM) to obtain Human Resources Management: SHRM Certification** - Ms. Holmes presented this item to the board. Some discussion followed about the priority of the County's Human Resource Department and the continuing costs/requirements of this certification. Mr. Farrell made a motion to approve. Mr. Harris seconded, and it was approved with unanimous consent.

c. **Approval of Director's registration and travel fees for Fall Directors' Meeting in Athens, GA, September 8-11, 2025 -** Ms. Holmes presented this item to the board. Mr. Harris made a motion to approve. Mr. Farrell seconded, and it was approved with unanimous consent.

d. **Capital Improvement Plan FY27-31 -** Ms. Holmes presented this item to the board. Mr. Harris expressed concern about voting to approve projects without a clear funding sources and some discussion followed about what would actually be approved. Mr. Farrell made a motion to allow Ms. Holmes to pursue grant funding for the six specific projects listed in the Capital Improvement Plan FY27-31 *(Library Renovation internal adjustments, Library Addition to youth side, Carpet replacement, Wall-Mounted Water Cooler Replacement, Wall Restorations, and Patio Canopy*) and then bring specific grants to the Board for approval. Mr. Harris reiterated that no money can be spent until the Library Board and the Board of Commissioners have voted. Mr. Farrell made a motion to approve the amended action item. Mr. Harris seconded, and it was approved with unanimous consent.

e. **Review and approval of "Video Surveillance Policy" -** Ms. Holmes presented this item to the board. Mr. Harris asked for clarification about how long footage is stored and if it is actually destroyed. He requested that Ms. Holmes reach out to the IT Director to ensure that it complies with county policies. Mr. Farrell recommended considering informing patrons when they sign up for cards. Mr. Harris made a motion to table this item to allow more time for review with county policies. Mr. Farrell seconded, and it was approved with unanimous consent.

f. **Review and approval of updated "Multi-Purpose/Meeting Room and Patio Use Policy" -** Ms. Holmes presented this item to the board. Mr. Farrell made a motion to approve. Mr. Harris seconded, and it was approved with unanimous consent.

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

IX. **Trustee Comments:** Mr. Farrell asked if there was a way to review proposed county budgets to ensure that Library requests are included before they're ratified and approved by the commissioners. Some discussion followed about the commissioners' voting procedures, where proposed drafts could be found, and how specific requests may not be reflected. Mr. Farrell reiterated his concerns about finding ways to catch mistakes, such as the absence of the 2019

and 2024 SPLOST library requests from the referendum, before they are finalized. Ms. Smith concurred and reiterated the need to continue to protect and support the library.

X. **Next Meeting Date:** October 21, 2026, at 3:30 p.m.

XI. **Adjourn:** Mr. Harris made a motion to adjourn the meeting at 5:33 p.m. The motion was seconded by Mr. Farrell and approved with unanimous consent.

Minutes Submitted by: Meghan Herbel

Approved: Shirley Smith Date: 10-21-26