**CATOOSA COUNTY LIBRARY**
**BOARD OF TRUSTEES**
**Board Meeting**
**July 16, 2025 – 3:30 p.m.**

**Meeting Minutes**

**Members Present**: Shirley Smith, Karen Willis, and Rachel Lamar

**Others Present**: Sarah Holmes, Meghan Herbel

I. **Call to Order:** Shirley Smith, Board Chair, called the meeting to order at 3:31 p.m. A quorum was present.

II. **Approval of Agenda:** 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.

III. **Approval of Minutes:**

a. **Regular Meeting on April 16, 2025 -** After a brief review, Ms. Willis made a motion to approve the agenda. The motion was seconded by Ms. Lamar and approved with unanimous consent.

b. **Called Meeting on June 11, 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 this was an in-between period as staff are working on Summer Reading, planning future programs, and switching to a new fiscal year.

Ms. Holmes gave updates on recent and current projects, beginning with the new seed library. She explained how it works and how partnerships helped to make it a reality. She updated the Board on the progress of purchasing a new vehicle. Some discussion ensued about funding for this project, and it was clarified that this was not a SPLOST expenditure. Ms. Holmes announced that she was in the process of getting a new design to replace the older, damaged billboard, and some discussion followed about the process of getting the board replaced.

Ms. Holmes reported that the library was fully staffed again.

Ms Holmes relayed information about this summer's reading program and how it has been streamlined to encourage participation. She also shared information about programmers and special performers.

Ms. Lamar made a motion to accept the director's report. Ms. Willis 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 the report only includes what was available at the end of May and discussed preparations for the upcoming audit. Limited discussion was had regarding changes.

b. **Statistics Report:** A copy of the report is included in the packet and incorporated by reference. Some discussion followed about how data about the number of visits was calculated, and that it may look different in the future due to the new system. Ms. Holmes also discussed the increased number of transits and announced that Mrs. Herbel was on the state-wide committee to discuss any changes. Some discussion also followed about programming and attendance.

**VI. <u>Discussion Items:</u>**

a. **Trunk or Treat Event - Saturday, October 25, 2025, from 3:00 to 5:00 PM:** Ms. Holmes announced that we were making a change to when the annual Trunk or Treat program will be held.

**VII. <u>Action Items:</u>**

a. **Ratify Approval for Kim Site to perform FY2025 Agreed-Upon Procedures (AUP) -** Ms. Holmes presented this item to the board. Ms. Willis made a motion to approve. Ms. Lamar seconded, and it was approved with unanimous consent.

b. **Approval to donate donated uncatalogued items to the Bandy Heritage Center -** Ms. Holmes presented this item to the board with some background information on these items and the scope of the Special Collections. Ms. Holmes requested to include the Catoosa Historical Society in this action item to be a recipient of these donations. Ms. Lamar made a motion to approve the amended request. Ms. Willis seconded, and it was approved with unanimous consent.

c. **Approval for closure for staff development day on Friday, October 10, 2025 -** Ms. Holmes presented this item to the board with a review of previous trainings. Ms. Willis made a motion to approve. Ms. Lamar seconded, and it was approved with unanimous consent.

d. **Approval of Director's registration and travel fees for Fall Directors' Meeting in Athens, GA, September 16-19, 2025 -** Ms. Holmes presented this item to the board. Ms. Smith asked for information about how losing federal funding would affect the library. Some conversation followed about different possibilities .Ms. Lamar made a motion to approve the amended request. Ms. Willis seconded, and it was approved with unanimous consent.

**VIII. <u>Public Comments:</u>** N/A

**IX. <u>Trustee Comments:</u>** N/A

X. **<u>Next Meeting Date:</u>** October 15, 2025, at 3:30 p.m.

**XI. <u>Adjourn:</u>** Ms. Willis made a motion to approve. Ms. Lamar seconded, and it was approved with unanimous consent.

Minutes Submitted by: Meghan Herbel

Approved: Shirley Smith Date: 10-15-25