

CATOOSA COUNTY LIBRARY
BOARD OF TRUSTEES
Called Meeting
September 14, 2021 – 1:00 p.m.

MINUTES

Members Present: Shirley Smith (Chair), Karen Willis (Vice-Chair), and Patti Long (Secretary)

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

Call to Order: Shirley Smith, Chair, called the meeting to order at 1:03 p.m. A quorum was present

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

Action Items:

- **Approval of the presented “Operating Decision Tree” in the event of reduced staff availability:** Ms. Holmes presented a document to the board which included descriptions of three different options of how the library might operate depending on staff availability and the reasoning behind each option. Ms. Long suggested that this information be incorporated into a single document with levels that could be shared with the public in advance. Ms. Willis suggested that the levels be color coded to make the differentiation easier. Ms. Willis and Ms. Smith agreed that the director have the autonomy to change operating hours and services in the event of unexpected reduced staff availability following the guidelines termed “Operating Decision Tree” presented. Ms. Willis made a motion which was seconded by Ms. Long and approved unanimously.

Public Comments: None

Trustee Comments: None

Next Meeting Date: October 20, 2021 at 3:00 p.m. in the library meeting room

Adjourn: Ms. Long made a motion to adjourn the meeting, seconded by Ms. Willis. Motion approved by unanimous consent. Meeting adjourned at 1:31 p.m.

Minutes Submitted by: Sarah Holmes

Approved: Shirley Smith Date: 10-20-2021