

**Catoosa County Library
Board of Trustees
Regular Meeting Minutes
February 20, 2018 4:00 P.M.**

Members Present: Sarah Hutelin, Cherise Miller, Sharon Anderson, A’Lisa Ratledge

Others Present: Richard Groves, Director.

Call to Order: Sarah Hutelin, Chair, called the meeting to order at 4:05 P.M. A quorum was present.

Approval of Agenda: The Agenda of the February 20, 2018 meeting was approved unanimously, motioned by Ms. Anderson, 2nd by Ms. Ratledge.

Approval of Minutes: The Minutes of the October 17, 2018 meeting were unanimously approved, motioned by Ms. Miller, 2nd by Ms. Anderson.

Approval of Director’s Report: Richard Groves, Library Director, presented the Quarterly directors report. A copy is included in packet and incorporated by reference.

- New Teen/Tween coordinator Erica Tuggle was introduced and discussed her background before joining the library.
- As requested by the board, six cameras have been installed throughout the library since the last meeting
- GADD has successfully transitioned from Overdrive to Recorded Books as the consortium’s vendor

The Director’s Report was unanimously accepted, motioned by Ms. Anderson, 2nd by Ms. Ratledge.

Information Items:

Budget Report: Richard Groves, Director presented the budget report. A copy of the report is included in packet and incorporated by reference.

- Library spending is in line with where the library is in its fiscal year

Statistics Report: Richard Groves, Director, presented the statistics report. A copy of the report is included in packet and incorporated by reference.

Discussion Items:

Library Strategic Planning

The board discussed the process and timing for creating a strategic plan via the Rapid Results Planning Process. The library will utilize Georgia Public Library Service staff as consultants at no cost to the library. A retreat will be planned for late April or early May.

Action Items:

- Director Travel to Spring Directors Meeting, May 2018

The Director's travel to Dalton was approved unanimously, motioned by Ms. Anderson, 2nd by Ms. Ratledge.

- Acceptance of GADD/Recorded Books agreement for 2018

The agreement was approved unanimously, motioned by Ms. Anderson, 2nd by Ms. Hutelin.

- Proposed changes to Library Policy Manual
 - Wording to include Notary services
 - Edits to bring computing policy in line with current library practices
 - Addition of Conflict of Interest policy as required by GPLS
 - Addition of Nepotism policy as required by GPLS
 - Procedure for handling patron request for reconsideration

The Library Policy updated were approved unanimously, motioned by Ms. Anderson, 2nd by Ms. Ratledge.

Old Business:

In early January, the library took possession of a surplus Sheriff's car to use for administrative and outreach as needed.

Public Comments: None

Trustee Comments: None

Next Meeting Date: April 17, 2018 at 4:00 P.M.

Adjourn – Ms. Ratledge made a motion to adjourn the meeting, seconded by Ms. Anderson. Motion approved by unanimous consent. Meeting adjourned at 4:55 P.M.

Documents Attached:

- Director's Report
- Budget Report
- Statistics Report

Minutes Submitted by: A'Lisa Ratledge

Approved: _____ Date: _____