

**Catoosa County Library
Board of Trustees
Regular Meeting Minutes
July 17, 2018 4:00 P.M.**

Members Present: Sarah Hutelin, Cherise Miller, and Steven Henry

Others Present: Richard Groves, Director.

Call to Order: Sarah Hutelin, Chair, called the meeting to order at 4:20 P.M. A quorum was present.

Approval of Agenda: The Agenda of the July 17, 2018 meeting was approved unanimously, motioned by Ms. Hutelin, 2nd by Ms. Miller.

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

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

- The report included an review of the May strategic planning retreat
- The summer reading program were discussed
- The director informed the board about a 44% average discrepancy between the door counter and the actual number of visitors

The Director's Report was unanimously accepted, motioned by Ms. Hutelin, 2nd by Mr. Henry.

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 FY 2018 report is included in packet and incorporated by reference. Circulation, program attendance and new card registrations all continue to increase. Visits totaled about 125,000 and programs were provided for over 21,000 in the year.

Discussion Items:

NONE

Action Items:

Signature Authority for Director
Motioned by Ms. Hutelin, 2nd by Mr. Henry. Unanimously accepted

Director Travel to September Public Library Directors Meeting
Motioned by Ms. Hutelin, 2nd by Mr. Henry. Unanimously accepted

Approval of 2019 State Budget

REVENUE:	Proposed
	FY2019
Director Salary	64,519.08
Health Insurance	10,116.00
FICA/Medicare (Director)	4,935.71
TRS (Director)	13,484.49
Salary/Supplemental	7,077.78
TRS/Supplemental	1189.77
FICA/Supplemental	541.45
SSG Funding	59,281.00
Materials Grant	20,673.00
Total Revenue:	182,107.00
EXPENSES:	
Director Salary	64,519.08
Health Insurance	10,116.00
FICA/Medicare (Director)	4,935.71
TRS (Director)	13,484.49
Salary/Supplemental	7,077.78
TRS/Supplemental	1189.77
FICA/Supplemental	541.45
Travel	2,500.00
Contract Labor	600.00
Supplies	24,654.00
Equipment	2,000.00
Dues & Fees	4,000.00
Adult Books	20,000.00
Children's & YA Books	10,000.00
Genealogy/Local History Books	0.00
Magazines	1,200.00
Programming (Children & YA)	8,000.00
SSG Expenses	7,000.00
Total Expenditures:	182,107.00

Total Grant Appropriation **182,107.00**

Motioned by Mr. Henry, 2nd by Ms. Miller. Unanimously accepted

Approval of 2019 County Budget
Motedioned by Mr. Henry, 2nd by Ms. Hutelin. Unanimously accepted

Approval of 2018-2021 Strategic Planning Goals
Motedioned by Ms. Hutelin, 2nd by Mr. Henry. Unanimously accepted

Old Business:

Public Comments: None

Trustee Comments: None

Next Meeting Date: October 16, 2018 at 4:00 P.M.

Adjourn – Ms. Hutelin made a motion to adjourn the meeting, seconded by Mr. Henry. Motion approved by unanimous consent. Meeting adjourned at 4:40 P.M.

Documents Attached:

- Director’s Report
- Budget Report
- Statistics Report

Minutes Submitted by: A’Lisa Ratledge

Approved: _____ Date: _____