

**Catoosa County Library
Board of Trustees
Regular Meeting Minutes
January 14, 2020 4:00 P.M.**

Members Present: Sarah Hutelin, Carol Roberts, Shirley Smith, Sharon Anderson, and A'lisa Ratledge

Others Present: Richard Groves, Sarah Holmes

Call to Order: Sarah Hutelin, Chair, called the meeting to order at 4:00 P.M. A quorum was present.

Approval of Agenda: The Agenda of the January 14, 2020 meeting was approved unanimously, motioned by Ms. Smith, 2nd by Ms. Anderson.

Approval of Minutes: The Minutes of the October 10, 2019 regular meeting were unanimously approved, motioned by Ms. Anderson, 2nd by Ms. Roberts.

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 update of the strategic planning
- Library programs, outreach events, and marketing were discussed

The Director's Report was unanimously accepted, motioned by Ms. Smith, 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 Second Quarter FY 2020 statistics report. Circulation is almost exactly where it was the prior year, which means the fewer people coming in are checking out more items per visit. The number of participants in library programs continued to increase, and the electronic circulation continues to grow.

Discussion Items:

The board discussed adding a new Library Programming Policy and including programming in the Request for Reconsideration form

Action Items:

Second Reading of Library Programming Policy proposed October 18, 2019
Unanimously approved, motioned by Ms. Anderson, 2nd by Ms. Ratledge.

Proposed contract with architect David Moore for conceptual design services
Unanimously approved, motioned by Ms. Ratledge, 2nd by Ms. Smith.

Director Travel to Public Library Association Conference in Nashville, TN Feb. 26-29
Unanimously approved, motioned by Ms. Anderson, 2nd by Ms. Roberts.

Assistant Director and Cataloger Travel to PINES Cataloging Original Record Training in Villa Rica, Feb. 11-12
Unanimously approved, motioned by Ms. Smith, 2nd by Ms. Anderson.

Executive Session:

Ms. Hutelin motioned to enter Executive Session with Ms. Smith seconding.

Ms. Smith motioned to exit Executive Session with Ms. Ratledge seconding.

No action was taken

Old Business: None

Public Comments: None

Trustee Comments: None

Next Regular Meeting Date: April 14, 2020 at 4:00

Adjourn – Ms. Anderson made a motion to adjourn the meeting, seconded by Ms. Smith. Motion approved by unanimous consent. Meeting adjourned at 5:05 P.M.

Documents Attached:

- Director's Report
- Budget Report
- Statistics Report

Minutes Submitted by: A'Lisa Ratledge

Approved: _____ Date: _____