

**Catoosa County Library
Board of Trustees
Meeting Minutes
October 14, 2020 – 3:00 p.m.**

Members Present: Sharon Anderson, Shirley Smith, Karen Willis, Carol Roberts, and Patti Long

Others Present: Sarah Holmes, Director

Call to Order: Sharon Anderson, Vice/Acting Chair, called the meeting to order at 3:03 p.m. A quorum was present

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

Approval of Minutes: The Minutes of the July 29, 2020 quarterly meeting were unanimously approved, motioned by Ms. Roberts, 2nd by Ms. Long

The Minutes of the August 25, 2020 called meeting were unanimously approved, motioned by Ms. Willis, 2nd by Ms. Roberts

Approval of Directors Report: Ms. Holmes, Library Director, presented the Quarterly directors report. A copy is included in packet and incorporated by reference.

The report included an update of the library's continued response to COVID-19, presentation of the large upcoming Trunk or Treat Drive-thru library event, virtual programming update, staff updates, the plan to purchase podcasting equipment with the Lib Tech grant and a presentation of the Master Plan booklet put forth by the architect in August.

There was a lot of good discussion about the importance of our library in the community as well as the fact that our library continues to thrive by being a viable and valuable resource during the pandemic.

The Director's Report was unanimously accepted, motioned by Ms. Willis, 2nd by Ms. Smith.

Information Items:

Ms. Holmes presented the following to the board as information items:

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: Ms. Holmes noted specifically that even though the library has only been open less than half the normal amount of regular hours (pre-COVID-19), the physical circulation statistics are commendable, with the Kids and Teen circulation numbers being almost on par with previous years. Digital circulation numbers continue to climb.

Renovation Master Plan Study: Ms. Holmes presented the booklet prepared by the architect put together this past August 2020. After talking more in detail about the different set-up of the new footprint shared by the architect, we touched on the possibility that we may need more of an addition than originally put forth.

Discussion Items: None

Action Items: Election of Officers: President, Vice President, Secretary

After some discussion, the following were nominated and elected into their respective officer positions by Ms. Roberts and 2nd by Ms. Smith, and approved unanimously.

President: Shirley Smith
Vice President: Karen Willis
Secretary: Patti Long

Old Business: None

Public Comments: None

Trustee Comments: None

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

Adjourn: Ms. Smith made a motion to adjourn the meeting, seconded by Ms. Roberts. Motion approved by unanimous consent. Meeting adjourned at 4:14 p.m.

Minutes Submitted by: Sarah Holmes

Approved: Shirley Smith Date: 1-20-21