

**Catoosa County Library  
Board of Trustees  
Regular Meeting Minutes  
October 16, 2018 4:00 P.M.**

**Members Present:** Sarah Hutelin, Cherise Miller, A'lisa Ratledge, Sharon Anderson, and Alicia Vaughn

**Others Present:** Richard Groves, Director.

**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 October 16, 2018 meeting was approved unanimously, motioned by Ms. Ratledge, 2<sup>nd</sup> by Ms. Anderson.

**Approval of Minutes:** The Minutes of the July 17, 2018 meeting were unanimously approved, motioned by Ms. Anderson, 2<sup>nd</sup> by Ms. Hutelin.

**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
- Upcoming programs and outreach were noted
- Director explained the requested travel items for the coming quarter

The Director's Report was unanimously accepted, motioned by Ms. Anderson, 2<sup>nd</sup> 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. The first quarter experienced a decrease in both visits and circulation. Part of this may have been school nights that were scheduled during September 2017 have been scheduled for October and November in 2018.

**Discussion Items:**

The board viewed and discussed initial logo and verbiage proposals for the creation of a new brand and identity. Consensus was to combine two different options. The director will send the board a revised option for final review as soon as possible.

**Action Items:**

Closet full of Love donation in lieu of fines in December  
Motioned by Ms. Hutelin, 2<sup>nd</sup> by Ms. Ratledge. Unanimously accepted

Director Travel to Winter Public Library Directors Meeting  
Motioned by Ms. Hutelin, 2<sup>nd</sup> by Ms. Anderson. Unanimously accepted

Director Travel to Georgia Library Financial Training in February 2019  
Motioned by Ms. Hutelin, 2<sup>nd</sup> by Ms. Anderson. Unanimously accepted

Approval of State Technology Grant Purchasing Plan with estimated amounts  
Motioned by Ms. Ratledge, 2<sup>nd</sup> by Ms. Anderson. Unanimously accepted

**Old Business:**

**Public Comments:** None

**Trustee Comments:** None

Next Meeting Date: January, 2019 at 4:00 P.M. DATE TBA

Adjourn – Ms. Miller made a motion to adjourn the meeting, seconded by Ms. Hutelin. Motion approved by unanimous consent. Meeting adjourned at 4:35 P.M.

Documents Attached:

- Director's Report
- Budget Report
- Statistics Report

Minutes Submitted by: A'Lisa Ratledge

Approved: \_\_\_\_\_ Date: \_\_\_\_\_