

**CATOOSA COUNTY LIBRARY
BOARD OF TRUSTEES
Board Meeting Minutes
October 19, 2022 – 3:30 p.m.**

Members Present: Shirley Smith, Chuck Harris, Sharon Anderson, and Rachel Lamar

Other's Present: Sarah Holmes and Meghan Herbel

Call to Order: Shirley Smith, Board Chair, called the meeting to order at 3:32 p.m. A quorum was present.

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

Approval of Minutes: The Minutes of the Regular Meeting on July 20, 2022, were reviewed and a date typo was caught and requested to change from "July 28" to "July 20." Nothing else was noted. On condition that the type was fixed, Mr. Harris made a motion to approve, seconded by Ms. Anderson, and approved unanimously.

Approval of Director's Report: Ms. Holmes, Library Director, presented the quarterly director's report. A copy is included in the packet and incorporated by reference.

The report included updates about the library's ongoing projects, outreach and community engagement, staffing, and a short budget update. Ms. Holmes reported that the Lib Tech FY22 project, the self-service print, and copy station, is now in use. Ms. Holmes announced that the second-story window replacement project is complete. Ms. Holmes also gave a progress report on the Genealogy Room. She expressed appreciation for everyone's patience as the library and maintenance staff work to rejuvenate this area. There was some discussion regarding a "re-opening" of the space.

Ms. Holmes included a sample image of the library's first long-term billboard "Check it Out" as part of the community engagement update.

Ms. Holmes reported that the library cleared the State Funds audit this year with no findings.

Ms. Anderson made a motion to approve the director's report. The motion was seconded by Mr. Harris and approved unanimously.

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

Budget Report: A copy of the report is included in the packet and incorporated by reference. Some discussion ensued regarding differing fiscal years, county vs state, and how that reflects in the report. There was also some discussion of renovation plans, relevant costs associated, and funding sources if the library were to pursue in the next five to ten years as a capital improvement project.

Statistics Report: A copy of the report is included in the packet and incorporated by reference. Ms. Holmes drew attention to the increased Summer Reading Program participation. Ms. Holmes also noted that library visits are steadily increasing.

Discussion Items:

Trunk or Treat Event – Ms. Holmes gave a short update on the upcoming event and invited all to attend.

Library Board of Trustee Training – Ms. Holmes and Board Members discussed a good time for training and decided on January 2023 as a target.

PLAY Card Update – Ms. Holmes gave a short summary of the PLAY Card project and shared where discussions currently lay in conjunction with the Catoosa County School System.

Action Items:

Approval of Saturday Closures around Catoosa County's approved 2023 Holiday Schedule: The following Saturday Closures were approved unanimously after a motion by Ms. Lamar that was seconded by Ms. Anderson.

- Saturday, December 31, 2022
- Saturday, April 6, 2023
- Saturday, November 25, 2023
- Saturday, December 23, 2023

Approval of Director travel to Winter Director's Meeting in Savannah, GA: Unanimously approved after a motion by Mr. Harris and seconded by Ms. Lamar.

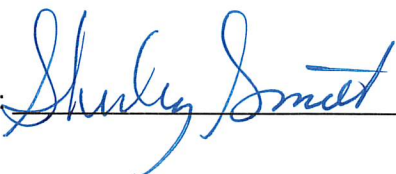
Public Comments: None

Trustee Comments: Library Board of Trustees welcomed Rachel Lamar as the newest member.

Next Meeting Date: The next Regular Library Board of Trustees Meeting is set for Wednesday, January 18, 2022, at 3:30 p.m. in the library's meeting room.

Adjourn: Mr. Harris made a motion to adjourn the meeting. The motion was seconded by Ms. Anderson and approved by unanimous consent. Meeting adjourned at 4:42 p.m.

Minutes submitted by: Sarah Holmes

Approved:  Date: 1-18-2023