

**Catoosa County Library  
Board of Trustees  
Regular Meeting Minutes  
June 17, 2020 3:00 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 3:00 P.M. A quorum was present.

**Approval of Agenda:** The Agenda of the June 17, 2020 meeting was approved unanimously, motioned by Ms. Roberts, 2<sup>nd</sup> by Ms. Anderson.

**Executive Session:**

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

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

The board made the following recommendations:

- The library conduct employee performance evaluations
- Library staff be counseled on the chain-of-command
- All employees be reminded of the County Employee Handbook
- Library administration should continue to participate in county-provided training
- Continue to expand the role of the Assistant Director

**Public Comments:** None

**Trustee Comments:** None

Next Regular Meeting Date: July 29, 2020 at 3:00

Adjourn – Ms. Anderson made a motion to adjourn the meeting, seconded by Ms. Smith. Motion approved by unanimous consent. Meeting adjourned at 3:55 P.M.

Minutes Submitted by: A'Lisa Ratledge

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