

**Catoosa County Library
Board of Trustees
Regular Meeting Minutes
June 3, 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 3, 2020 meeting was approved unanimously, motioned by Ms. Smith, 2nd by Ms. Anderson.

Approval of Minutes: The Minutes of the January 14, 2020 regular meeting were unanimously approved, motioned by Ms. Anderson, 2nd by Ms. Ratledge.

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 regular library activities since the last board meeting, a special report about activities during the extended closure, and an update on the summer reading program from the Assistant Director

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

Information Items:

Budget Report: Richard Groves, Director presented the budget report. A copy of the report is included in packet and incorporated by reference.

Statistics Report: Richard Groves, Director, presented the Third Quarter FY 2020 statistics report. Circulation in some areas is higher than the previous year despite the extended closure, electronic circulation has increased 144% from the previous year, and hoopla has seen tremendous use the last quarter.

Discussion Items:

Library Director Evaluation

Action Items:

Approval of amended FY 2020 Library Budget as presented
Unanimously approved, motioned by Ms. Smith, 2nd by Ms. Ratledge.

Approval of FY 2021 Preliminary Library Budget as presented
Unanimously approved, motioned by Ms. Smith, 2nd by Ms. Roberts.

Approval of FY 2021 Library Director Salary as presented
Unanimously approved, motioned by Ms. Anderson, 2nd by Ms. Roberts.

Approval of agreement for state grant audit service with Terry Masters
in the amount of \$675
Unanimously approved, motioned by Ms. Roberts, 2nd by Ms. Ratledge.

Executive Session:

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

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

No action was taken

Old Business: None

Public Comments: None

Trustee Comments: Shirley Smith asked Assistant Director Sarah Holmes to say a few words about her first six months at the library

The chair called a meeting for Wednesday, June 17 at 3:00

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

Adjourn – Ms. Roberts made a motion to adjourn the meeting, seconded by Ms. Smith. Motion approved by unanimous consent. Meeting adjourned at 4:25 P.M.

Documents Attached:

- Director's Report
- Budget Report
- Statistics Report

Minutes Submitted by: A'Lisa Ratledge

Approved: _____ Date: _____