

**Catoosa County Library  
Board of Trustees  
Regular Meeting Minutes  
August 1, 2017 3:30 P.M.**

**Members Present:** Sarah Hutelin, Cherise Miller, Sharon Anderson, A’Lisa Ratledge and Jim Walker

**Others Present:** Richard Groves, Director

**Call to Order:** Sarah Hutelin, Chair, called the meeting to order at 3:30 P.M. A quorum was present.

**Approval of Agenda:** The Agenda of the August 1, 2017 meeting was approved unanimously, motioned by Mr. Walker, 2<sup>nd</sup> by Ms. Ratledge.

**Approval of Minutes:** The Minutes of the April 18, 2017 meeting was unanimously approved, motioned by Ms. Ratledge, 2<sup>nd</sup> by Ms. Anderson.

**Approval of Director’s Report:** Richard Groves, Library Director, presented the Quarterly directors report. A copy is included in packet and incorporated by reference.

- As of this time Federal funding is in the budget to continue at the current level for the 2018 fiscal year
- The board of Regents is expected to request a slight \$.10 per capita increase in the materials grant to libraries
- Summer reading has been a huge success. June saw a 275% increase in program attendance compared to the previous June

The Director’s Report was unanimously accepted, motioned by Ms. Ratledge, 2<sup>nd</sup> by Ms. Anderson.

**Information Items:**

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

- The state grant was closed on June 30 with no remaining funds. The county GF spending is on track with where we are in the current fiscal year.

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

- Physical circulation increased year-over-year by a healthy 7% and electronic circulation increased over 31%
- Program attendance increased 88% in the 2017 FY as compared to the 2016 FY. This is directly attributed to more programs and Shannon Neal’s effort to refocus youth and family programming on reading

### **Discussion Items:**

There were no discussion items on the agenda

### **Action Items:**

#### **Approval of Director's Signature Authority**

- The Director explained that this is a requirement from GPLS to allow him to certify the annual report and financial report required by the State. The item was unanimously approved, motioned by Ms. Anderson, 2<sup>nd</sup> by Ms. Miller.

#### **Board Approval of Meetings and Conferences:**

- The director requested to attend Georgia Public Library Directors meeting in Athens, GA September 19-22. The item was unanimously approved, motioned by Mr. Walker, 2<sup>nd</sup> by Ms. Ratledge.

#### **Approval of the 2018 State Budget**

- The Director presented the library's spending plan for the 2018 State Grant. A greater percentage of this year's funding will be dedicated to materials purchases as there is not a plan to purchase furniture unlike last year. The item was unanimously approved, motioned by Ms. Ratledge, 2<sup>nd</sup> by Mr. Walker.

#### **Approval of the 2018 County Budget**

- The Director presented a flat budget for the library's allocation from the general fund. The only changes are a decrease in internet costs and moving funds from underutilized budget lines to the general supplies budget. The item was unanimously approved, motioned by Ms. Ratledge, 2<sup>nd</sup> by Ms. Anderson.

### **Old Business:**

Question of having a county vehicle assigned to the library:

Mr. Walker stated that the county is in the process of acquiring new vehicles and he plans to reassign an older vehicle to the library.

Library storage:

Mr. Walker said that there is no available space in county buildings. The library plans to spend time in August cleaning and organizing closets and the mechanical room to make space for excess library shelving.

**Public Comments:** None

**Trustee Comments:** None

Next Meeting Date: October 17, 2017 at 4:00 P.M.

Adjourn – Ms. Ratledge made a motion to adjourn the meeting, seconded by Ms. Anderson. Motion approved by unanimous consent. Meeting adjourned at 3:58 P.M.

Documents Attached:

- Director's Report
- Budget Report
- Statistics Report

Minutes Submitted by: A'Lisa Ratledge

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