

**Catoosa County Library  
Board of Trustees  
Regular Meeting Minutes  
July 16, 2019 4:00 P.M.**

**Members Present:** Sarah Hutelin, Sharon Anderson, and A'lisa Ratledge

**Note:** Shirley Smith was appointed by the Board of Commissioners beginning July 1, 2019, for a term of 4 years. She was not present at this meeting.

Steven Henry attended for Alicia Vaughn. Alicia Vaughn has designated Carol Roberts to replace her on the Board as representative for the county.

**Others Present:** Richard Groves, Cherise Miller, Phyllis Williams, and Serena Bodon.

**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 July 16, 2019 meeting was approved unanimously, motioned by Ms. Anderson, 2<sup>nd</sup> by Ms. Ratledge.

**Approval of Minutes:** The Minutes of the April 16, 2019 regular meeting were unanimously approved, motioned by Ms. Ratledge, 2<sup>nd</sup> by Ms. Anderson.

The Minutes of the June 25, 2019 called meeting were unanimously approved, motioned by Ms. Anderson, 2<sup>nd</sup> 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 the strategic planning
- Library programs, outreach events, and marketing were discussed

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 FY 2019 year-end statistics report. Circulation is almost exactly where it was the prior year, which means the fewer people coming in are checking out more items per visit. The number of participants in library programs continued to increase, and the electronic circulation grew again to nearly 20,000.

**Discussion Items:**

Julie Walker, State Librarian will provide Trustee Training at 2:00 p.m. on Tuesday, August 6, 2019

**Action Items:**

Annual approval of signature authority for the Director was unanimously approved after a motion by Ms. Hutelin and second by Ms. Ratledge.

Director travel to September Library Director meeting in Evans, GA September 18-20, 2019 was unanimously approved with a motion by Ms. Hutelin and a second by Ms. Anderson.

**Executive Session:**

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

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

Ms. Anderson made a motion to accept the Director's training plan. Ms. Ratledge seconded the motion and the motion was unanimously approved.

**Old Business:**

**Public Comments:** Cherise Miller commented that the library should remain vigilant that neighboring businesses do not disrupt library activities or damage library property.

**Trustee Comments:** None

Next Regular Meeting Date: TBA Sarah Hutelin suggested that the meeting be held at our regular meeting date as noted in our By Laws, the second Thursday at the beginning of each quarter.

Adjourn – Ms. Ratledge made a motion to adjourn the meeting, seconded by Ms. Anderson. Motion approved by unanimous consent. Meeting adjourned at 5:20 P.M.

Documents Attached:

- Director's Report
- Budget Report
- Statistics Report

Minutes Submitted by: A'Lisa Ratledge

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