

**Catoosa County Library
Board of Trustees
Called Meeting Minutes - DRAFT
August 25, 2020 – 4:00 p.m.**

Members Present: Sharon Anderson, Shirley Smith, Karen Willis, Carol Roberts, and Patti Long

Others Present: Sarah Holmes, Assistant/Acting Director

Call to Order: Sharon Anderson, Vice/Acting Chair, called the meeting to order at 4:07 p.m. A quorum was present

Approval of Agenda:

Ms. Roberts made a motion to approve the agenda. The motion was seconded by Ms. Smith and was approved unanimously.

Executive Session to Discuss Personnel:

Ms. Smith voted to enter executive session. The motion was seconded by Ms. Willis and approved unanimously.

Ms. Smith voted to leave executive session. The motion was seconded by Ms. Roberts and approved unanimously.

Upon exiting the executive session, Ms. Anderson offered the position of the Catoosa County Library Director to Sarah Holmes. Sarah Holmes accepted the offer. Ms. Anderson then made a motion to accept Sarah Holmes as the Catoosa County Library Director. The motion was seconded by Ms. Smith and approved unanimously.

Action Items:

Approval of FY 2021 Signatory Authority

- Approval of signature authority was unanimously approved after a motion by Ms. Roberts and seconded by Ms. Long

Approval of FY 2021 Application for State Aid to Public Libraries

- The FY 2021 Application for State Aid to Public Libraries was presented to the board. After discussion and review, Ms. Roberts made a motion to approve. The motion was seconded by Ms. Smith and approved unanimously.

Approval of FY 2021 Library Director Salary and Benefits

- The FY 2021 Library Director's salary was presented to the board. After discussion, Ms. Smith made a motion to accept the FY 2021 Library Director's salary and benefits as follows:

Director Salary	\$73,028.80
Director Benefits	\$29,621.99
Director Total	\$102,650.79

The motion was seconded by Ms. Willis and approved unanimously.

Information Items:

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

- Budget Schedule with Certification Statements for FYE June 30, 2020.
- Catoosa County Public Library State Budget Narrative FY20 ZBB Budget Narrative

Information items prompted board discussion of CARES Act and other possible future grant funding to offset expenses due to COVID-19.

- Roster of Board of Trustees FY2021

Board conveyed any contact information that was not correct to be adjusted by Ms. Holmes

Public Comments: None

Trustee Comments: None

Next Meeting Date: October 14 at 3:00 p.m. in the library meeting room

Adjourn: Ms. Willis made a motion to adjourn the meeting, seconded by Ms. Roberts. Motion approved by unanimous consent. Meeting adjourned at 4:35 p.m.

Minutes Submitted by: Sarah Holmes

Approved: Sharon Anderson Date: 10/14/20