

**CATOOSA COUNTY LIBRARY  
BOARD OF TRUSTEES  
Board Meeting Minutes  
October 15, 2025 – 3:30 p.m.**

**Members Present:** Shirley Smith, Chuck Harris, and Rachel Lamar

**Others Present:** Sarah Holmes, Kara Thompson, and Mitchell Horner

- I. **Call to Order:** Shirley Smith, Board Chair, called the meeting to order at 3:32 p.m. A quorum was present.
- II. **Approval of Agenda:** After a brief review, Mr. Harris made a motion to approve the agenda. The motion was seconded by Ms. Lamar and approved with unanimous consent.
- III. **Approval of Minutes:**
  - a. **Regular Meeting on July 16, 2025 -** After a brief review, Mr. Harris made a motion to approve the agenda. The motion was seconded by Ms. Lamar and approved with unanimous consent.
- IV. **Approval of Director's Report:**
  - a. Ms. Holmes informed the Board that we are receiving our new vehicle soon, a new billboard has been put up, and she gave an update on Senior Planet participation.  
  
Ms. Holmes gave updates on the library staff. Amy Phillips received a scholarship from the Georgia Public Library Service to attend the 2025 Library Marketing and Communications Conference. She shared that Meghan Herbel was selected to participate in the 2025-2026 Catoosa Leadership cohort. She also shared that we have two open positions.  
  
Ms. Holmes gave an update on the budget and FY26 LIBTECH funding.  
  
A copy of the report is included in the packet and incorporated by reference. Ms. Lamar made a motion to accept the director's report. Mr. Harris seconded the motion, and the report was approved unanimously.
- V. **Information Items:**
  - a. **Budget Report:** A copy of the report is included in the packet and incorporated by reference. Ms. Holmes explained that the report only includes what was available at the end of August. Limited discussion was had regarding changes.
  - b. **Statistics Report:** A copy of the report is included in the packet and incorporated by reference. Some discussion followed about physical versus digital circulations, Pines transit changes, and updates about being fines free for over one year.
- VI. **Discussion Items:**
  - a. **Trunk or Treat Event - Saturday, October 25, 2025, from 3:00 to 5:00 PM:** Ms. Holmes announced that the library will be open for its normal operating hours and that this event would happen rain or shine.

VII. **Action Items:**

- a. **Approval of Director's registration and travel fees for Winter Directors' Meeting in Brunswick, GA, December 9-12, 2025** - Ms. Holmes presented this item to the board. Mr. Harris made a motion to approve. Ms. Lamar seconded, and it was approved with unanimous consent.
- b. **Approval of Saturday Closures around Catoosa County's approved 2026 Holiday Schedule** - Ms. Holmes presented this item to the board. Mr. Harris made a motion to deny the request, and Ms. Lamar seconded the motion in order to hold a vote. A vote was held. Mr. Harris voted to accept the motion to deny the request. Some discussion ensued regarding the Saturdays remaining open versus closed. Ms. Lamar and Ms. Smith voted to reject the motion to deny and therefore approve the request. The Saturday Closures were approved two to one.
- c. **Approval of FY2026 LIBTECH Grant Purchase Plan** - Ms. Holmes presented this item to the board. A copy of the purchase plan is included in the packet and incorporated by reference. Some discussion was had about what would happen to the old AWEs. Ms. Lamar made a motion to approve. Mr. Harris seconded, and it was approved with unanimous consent.

VIII. **Public Comments:** Mr. Horner made public comments thanking Ms. Holmes for her quick and thorough responses to his recent inquiry.

IX. **Trustee Comments:** N/A

X. **Next Meeting Date:** Regular Meeting on Wednesday, January 21, 2026, at 3:30 p.m. in the Library's Meeting Room.

XI. **Adjourn:** The meeting was adjourned at 4:15 p.m. after a motion was made by Mr. Harris and a second by Ms. Lamar. The motion was approved unanimously.

Minutes submitted by: Kara Thompson

Approved: Shirley Smith Date: 1-21-2026