

**CATOOSA COUNTY LIBRARY  
BOARD OF TRUSTEES  
Board Meeting  
July 21, 2021 – 3:00 p.m.**

**Members Present:** Shirley Smith (Chair), Karen Willis (Vice-Chair), Chuck Harris, and Sharon Anderson

**Others Present:** Sarah Holmes (Director) and Meghan Herbel (Assistant Director)

**Call to Order:** Shirley Smith, Chair, called the meeting to order at 3:04 p.m. A quorum was present

**Approval of Agenda:** Ms. Willis made a motion to approve the agenda. The motion was seconded by Ms. Anderson and approved unanimously.

**Approval of Minutes:** The Minutes of the Regular Meeting on April 21, 2021 were unanimously approved, motioned by Ms. Anderson and seconded by Mr. Harris.

The Minutes of the Called Meeting on June 23, 2021 were unanimously approved, motioned by Ms. Anderson and seconded by Ms. Willis.

**Approval of Director's Report:** Ms. Holmes, Library Director, presented the quarterly director's report. A copy is included in packet and incorporated by reference.

The report included an update on the library's operating hours which are resuming to pre-COVID-19 operating hours listed below:

- 10:00 a.m. – 6:00 p.m. Monday and Wednesday
- 10:00 a.m. – 8:00 p.m. Tuesday and Thursday
- 10:00 a.m. – 5:00 p.m. Friday
- 10:00 a.m. – 3:00 p.m. Saturday

The report provided an update regarding ongoing partnerships: working with the YMCA to provide outreaches to the kids in the community ages 5-12, working with the Friends of the Library to promote library and community engagement through projects such as renovating our display space which will then be utilized to partner with the 6<sup>th</sup> Cavalry Museum, hosting a traveling exhibit in August.

Ms. Holmes and Mrs. Herbel shared with the board the date for our Trunk or Treat. This year it is tentatively set for Thursday, October 28 to be held on Benton Place Campus. Much discussion ensued and ideas were brought up about communication to the community about the event, traffic management, and walkability of the trail.

The report also included a data graphic, "Programming at a Glance" which spotlighted popular programs virtual and in person as well as current statistics on this and last year's summer reading challenges.

Ms. Holmes shared that the library has posted for a Full Time Library Assistant – Circulation position in order to help create consistent excellent patron experiences and hopes to be able to expand the library and add more positions in the future as the library and county grows. Ms. Holmes also shared that the library has an intern through GNTC who will be assisting with basic library tasks and programming for parts of July and August.

Ms. Holmes shared some professional development strategies that are being used to promote better team performance and cohesiveness. Ms. Holmes also presented the need to reach out to additional community resources for help in managing challenging situations with patrons; for example, patrons with disabilities or patrons who are homeless. Mr. Harris offered a resource to help address homelessness: Mr. John Rector with the Chattanooga Rescue Mission.

Ms. Holmes requested permission to attend the first in-person since COVID-19 Public Library Director's meeting. Discussion ensued about the cost it would take to travel and the board requested that Ms. Holmes inquire about a travel vehicle.

Mr. Harris made a motion to accept the Director's Report. The motion was seconded by Ms. Anderson and approved unanimously.

#### **Information Items:**

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

**Budget Report:** A copy of the report is included in packet and incorporated by reference.

**Statistics Report:** A copy of the report is included in packet and incorporated by reference.

**Discussion Items:** None

#### **Action Items:**

**Approval to adjust operational hours for Thursday, October 28 for Trunk or Treat Community Event:** The board unanimously approved to adjust operating hours Thursday, October 28 to 10:00 a.m. – 2:00 p.m. after a motion by Ms. Willis which was seconded by Mr. Harris.

**Director Travel to September Public Library Directors Meeting:** Unanimously approved after a motion by Ms. Anderson and seconded by Ms. Willis.

**Old Business:** None

**Trustee Comments:** None

---

**Public Comments:** None

**Next Meeting Date:** Regular Meeting – Wednesday, October 20 at 3:00 p.m. in the library meeting room

**Adjourn:** Ms. Anderson made a motion to adjourn the meeting, seconded by Ms. Willis. Motion approved by unanimous consent. Meeting adjourned at 4:23 p.m.

Minutes Submitted by: Sarah Holmes

Approved:  Date: 10-20-2021