CATOOSA COUNTY LIBRARY
BOARD OF TRUSTEES
Board Meeting
June 2, 2026 – 3:30 p.m.

MINUTES

Members Present: Shirley Smith, Rachel Lamar, and Randall Farrell

Others Present: Sarah Holmes and Meghan Herbel

I. **Call to Order:** Shirley Smith, Board Chair, called the meeting to order at 3:52 p.m. A quorum was present.

II. **Approval of Agenda:** Ms. Lamar made a motion to approve the agenda, which was seconded by Mr. Farrell and approved by unanimous consent.

III. **Executive Session to Discuss Personnel:** Mr. Farrell made a motion to move into Executive Session at 3:33 p.m. to discuss personnel. The motion was seconded by Ms. Lamar and approved unanimously.

Mr. Farrell made a motion to leave the Executive Session at 4:18 p.m. The motion was seconded by Ms. Lamar and approved unanimously.

IV. **Discussion Item:**

a. **Library Director Evaluation:** Ms. Smith provided Ms. Holmes with the completed director evaluation. Mr. Farrell noted that on his individual evaluation, he had several responses that he left as zero because he was new and he had not been able to observe.

V. **Action Items:**

a. **Approval of FY2026 Amended Budget and FY2027 Proposed Library Budget to begin July 1, 2026:** Ms. Holmes outlined the amended FY2026 budget, which includes the addition of the CSLP and Lib Tech grants, along with the additional funds given to state-funded positions. The proposed FY2027 budget was also presented. Ms. Holmes highlighted that some sheets reflected requests while the state funds were finalized. Ms. Holmes shared that this year, she was requesting salary increases for staff as well as the increases for the State Health Benefit Plan, but is waiting for approval from the County Board of Commissioners.

Ms. Holmes also shared her intention to complete a training program in Human Resources and is asking for increased funding to cover the cost of the program. Mr. Farrell requested clarification on how the human resources policies relate to the library and the county. Ms. Smith requested clarification on whether benefits came from the state or the county. Ms. Holmes explained that, similar to the financial training, she would be seeking this to benefit the library as a whole.

Ms. Holmes highlighted the changes regarding SPLOST funds. During a review from the CFO, a clerical error was discovered, and the library was not included in the 2019 or 2024 SPLOST. An update was given about the current SPLOST projects and upcoming planned projects. Ms. Holmes explained that if the $30,000 increase was approved, library spending could continue as planned. Mr. Farrell sought clarification of who at the county approves the budget and if it would be possible to see a draft of the county budget to determine the impact of the library's budget on the county as a whole, and be sure the library was included.

Ms. Holmes stated that she was requesting Board approval for these changes so that if the County approved the budget increases, they could immediately be allocated as proposed. Ms. Smith asked what would happen if the increases were not approved. Ms. Holmes stated that if the increases were not approved, library services would be impacted, and determinations would need to be made according to goals and available funding. Ms. Holmes reassured the Board that a new proposal would be presented for the Library Board's approval. Ms. Lamar moved to approve both the FY2026 Amended Budget and the FY2027 Budget as presented. Mr. Farrell seconded the motion, which passed unanimously.

b. **Approval of FY2027 Director Salary Approval Form:** Ms. Holmes presented this form and salary to the board. Mr. Farrell made a motion to approve the FY2027 Library Director Salary and Benefits as follows:

Director Salary	$82,941.18
Director Benefits	$48,077.47
Director Total	$131,018.65

Ms. Lamar seconded the motion, and the FY2027 Library Director salary was approved unanimously.

VI. **Public Comments:** None

VII. **Trustee Comments:** Ms. Lamer expressed gratitude on behalf of the Board for Ms. Holmes' hard work and work with the SPLOST planning.

VIII. **Next Meeting Date:** Wednesday, July 15, 2026, at 3:30 p.m.

IX. **Adjourn:** Ms. Lamar made a motion to adjourn the meeting at 4:57 p.m. The motion was seconded by Mr. Farrell and approved with unanimous consent.

Minutes submitted by: Meghan Herbel

Approved: Shirley Smith Date: 7-15-26