

**Catoosa County Library
Board of Trustees
Meeting Minutes
January 20, 2021 – 3:00 p.m.**

Members Present: Shirley Smith, Carol Roberts, and Pat Long

Others Present: Sarah Holmes, Director

Call to Order: Shirley Smith, Chair, called the meeting to order at 3:03 p.m. A quorum was present.

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

Approval of Minutes: The Minutes of the October 14, 2020 quarterly meeting were unanimously approved, motioned by Ms. Roberts, 2nd by Ms. Long.

Approval of Directors 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 of the library's continued response to COVID-19 with information about additional CARES Act funds allotted to the Catoosa County Library from GPLS for PPE supplies and desk shields. Ms. Holmes asked the board to discuss the current operation of the library, discussion ensued and plans were made to move forward:

- The library building will open back up to the public on Monday, February 1st Monday-Friday 12:00 – 4:00 p.m. and on Saturdays 10:00 a.m. – 3:00 p.m. with curbside hours on Monday and Wednesday 4:00 – 6:00 p.m.
- Ms. Holmes plans to contact the County Manager, Alicia Vaughn, about the possibility of posting signage that says something to the effect of masks encouraged but not required.
- Ms. Roberts shared that the county is prepared to help provide additional staffing or PPE supplies to ease this transition to opening the building and lessening the risk of exposure to staff.

The report also included an update regarding ongoing partnerships throughout the county, programming, staffing, staff development, budget news, and some notables on how the library has been operating on a whole from collection maintenance to patron reference.

There was a lot of good discussion about future possibilities with setting up more community spaces for outdoors and shared ideas for what to do and who to contact. For example, more spaces for people to gather outside, a reading garden or nook, and maybe even facilitating a community gardening by partnering with some local organizations.

Information Items:

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

AUP (Agreed Upon Procedures) Report from Terry Masters: Ms. Holmes presented the completed AUP report by Terry Masters.

OverDrive Digital Library Reserve Consortium Participating Agreement (GADD): Ms. Holmes presented the updated participating agreement that the Catoosa County Library holds with OverDrive.

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

Statistics Report: Ms. Holmes noted that although the physical item circulation numbers have gone down, the digital circulations continue to rise.

Discussion Items: None

Action Items: None

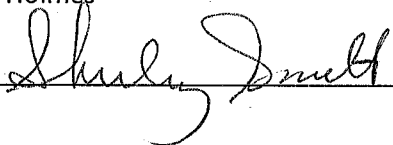
Old Business: None

Trustee Comments: None

Next Meeting Date: April 21, 2021 at 3:00 p.m. in the library meeting room

Adjourn: Ms. Smith made a motion to adjourn the meeting, seconded by Ms. Roberts. Motion approved by unanimous consent. Meeting adjourned at 4:20 p.m.

Minutes Submitted by: Sarah Holmes

Approved:  Date: 4-21-2021