

**Catoosa County Library
Board of Trustees
Regular Meeting Minutes
October 17, 2017 4:00 P.M.**

Members Present: Sarah Hutelin, Cherise Miller, Sharon Anderson, A’Lisa Ratledge and Jim Walker

Others Present: Richard Groves, Director

Call to Order: Sarah Hutelin, Chair, called the meeting to order at 4:00 P.M. A quorum was present.

Approval of Agenda: The Agenda of the October 17, 2017 meeting was approved unanimously, motioned by Mr. Walker, 2nd by Ms. Ratledge.

Approval of Minutes: The Minutes of the August 1, 2017 meeting was unanimously approved, motioned by Ms. Ratledge, 2nd by Ms. Anderson.

Approval of Director’s Report: Richard Groves, Library Director, presented the Quarterly directors report. A copy is included in packet and incorporated by reference.

- It was reported that the GADD consortium had recently voted to change vendors from Overdrive to Recorded Books. The switchover will happen February 1, 2018
- The library was recently closed for staff training and building maintenance. Staff training sessions included active shooter training from the Catoosa County Sheriff’s office and a session about the library for the blind and visually impaired

The Director’s Report was unanimously accepted, motioned by Mr. Walker , 2nd by Ms. Ratledge.

Information Items:

Budget Report: Richard Groves, Director presented the budget report. A copy of the report is included in packet and incorporated by reference.

- County General Fund remains unchanged from previous years and more money from the state grant will go toward materials this year than in previous years.

Statistics Report: Richard Groves, Director, presented the statistics report. A copy of the report is included in packet and incorporated by reference.

- Physical circulation increased year-over-year by a healthy 7% and electronic circulation increased over 31%
- Program attendance increased 88% in the 2017 FY as compared to the 2016 FY. This is directly attributed to more programs and Shannon Neal’s effort to refocus youth and family programming on reading

Discussion Items:

2019 SPLOST request

The board discussed needs for materials, facility maintenance, and future technology investments. The following list was agreed to with the direction that the list be submitted to the finance department with any possible grant amounts included:

- Replace floors
- Address any needed roof replacements
- Technology upgrades
- Library Materials
- ADA improvements to restrooms and entryway doors
- Security System upgrades

Library Security

The board was informed that needed upgrades to the library's security system will cost over \$10,000. The board discussed how much to spend on an interim system while funding can be allocated for a complete overhaul.

Action Items:

Approval of 2019 SPLOST Request

- The list item was unanimously approved, motioned by Ms. Ratledge, 2nd by Ms. Anderson.

Library Security

- The board directed the director to locate a suitable camera system that costs less than \$1,000 that also allows for remote access. The item was unanimously accepted, motioned by Mr. Walker, 2nd by Ms. Ratledge.

Board Approval of Meetings and Conferences:

- The director requested to attend Georgia Public Library Directors winter meeting in Savannah, GA November 29-December 1. The item was unanimously approved, motioned by Mr. Walker, 2nd by Ms. Ratledge.

Old Business:

Question of having a county vehicle assigned to the library:

Mr. Walker stated that the county is in the process of acquiring new vehicles and he plans to reassign an older vehicle to the library.

Public Comments: None

Trustee Comments: None

Next Meeting Date: January 16, 2018 at 4:00 P.M.

Adjourn – Mr. Walker made a motion to adjourn the meeting, seconded by Ms. Miller. Motion approved by unanimous consent. Meeting adjourned at 4:50 P.M.

Documents Attached:

- Director's Report
- Budget Report
- Statistics Report

Minutes Submitted by: A'Lisa Ratledge

Approved: _____ Date: _____