

**Catoosa County Library
Board of Trustees
Regular Meeting Minutes
January 17, 2017 3:30 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 3:30 P.M. A quorum was present.

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

Approval of Minutes: The Minutes of the October 18, 2016 meeting was unanimously approved, motioned by Ms. Anderson, 2nd by Ms. Ratledge.

Approval of Director’s Report: Richard Groves, Library Director, presented the January 2017 directors report. A copy is included in packet and incorporated by reference.

- Introduced new Teen Coordinator, Alexandra Ettenger.
- Festival of Trees was very successful. The library hosted more events, which brought more people to the library in December.
- The Teen Area was reconfigured in November, and furniture was delivered in late October for the Maker Lounge.

The Director’s Report was unanimously accepted, motioned by Ms. Miller, 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.

- The library only has financial reports for the first quarter (July-September), but library expenses were on track with expectations.

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

- Most of the measures are up significantly as compared to the first two quarters (July-December) of the prior year. The number of outreach events has already exceeded the previous year.

Discussion Items:

Question of having a county vehicle assigned to the library:

The director asked the board for permission to pursue acquiring a vehicle for the library. Mr. Walker stated that the county is regularly acquiring new vehicles and reassigning older vehicles to other departments. He agreed to inquire with the streets department as to the availability of a used vehicle.

New library signage:

In order to improve visibility, the director asked the board's opinion of having signage installed on the western façade of the library. The board agreed that it was a good idea, but requested more information on various options for size and wording. The director will get several options and report to the board at the next meeting.

Library storage:

The director asked the board's opinion of storage options for the library. Mr. Walker will investigate if the county has space in a county building.

Action Items:

Library 2017 Holidays

- The director presented a request that the Board approve the list of annual closings for the library that are beyond those already established by the county: the Saturday of Easter weekend, closing early the Wednesday before Thanksgiving, and closing early New Year's Eve.
- It was agreed that the director will inform the board of any dates for staff training, maintenance, etc. that are included in the approved list of closing.
- The item was unanimously approved, motioned by Mr. Walker, 2nd by Ms. Ratledge.

Board Approval of Meetings and Conferences:

- The director requested to attend Georgia Public Library day on February 8th with no cost to the library. The item was unanimously approved, motioned by Ms. Ratledge, 2nd by Mr. Walker.
- The director requested approval Nancy Zatelli to attend the state catalogers conference February 8-10. The item was unanimously approved, motioned by Ms. Anderson, 2nd by Ms. Ratledge.

Old Business: None

Public Comments: None

Trustee Comments: None

Next Meeting Date: April 18, 2017 at 3:30 P.M.

Adjourn – Ms. Miller made a motion to adjourn the meeting, seconded by Mr. Walker.
Motion approved by unanimous consent. Meeting adjourned at 4:14 P.M.

Documents Attached:

- Director's Report
- Budget Report
- Statistics Report

Minutes Submitted by:

A'Lisa Ratledge

Approved: _____ Date: _____