

**CATOOSA COUNTY LIBRARY  
BOARD OF TRUSTEES  
Called Board Meeting  
June 6, 2023 – 3:30 p.m.**

**Meeting Minutes**

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

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

**Call to Order:** Shirley Smith, Chair, called the meeting to order at 3:34 p.m. A quorum was present.

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

**Action Items:**

**Approval of FY2024 Application for State Aid to Public Libraries:** Upon presentation, some discussion which included strategic plans for technology, financial education, and community and local government relationships. After discussion, Ms. Anderson made a motion to approve. This was seconded by Ms. Lamar and approved with unanimous consent.

**Approval of FY2024 Director Salary Approval Form:** Upon presentation, Ms. Holmes shared that there have been some recent changes to the employer’s contribution to the State Health Benefits Plan and that she will update as more information is available. Ms. Smith shared that it is important to advocate for library funding, especially at the Library Day at the Capitol as we have a chance to meet our legislators. Some board members asked if they could give Ms. Holmes a raise. Ms. Holmes shared that her salary is allocated by the state and so any raise would need to be at the state level. After discussion, Ms. Lamar made a motion to accept the FY 2024 Library Director Salary and Benefits as follows:

Director Salary	\$80,028.80
Director Benefits	\$33,728.35
Director Total	\$113,728.15

The motion was seconded by Mr. Harris and approved unanimously.

**Executive Session to Discuss Personnel:** Ms. Willis made a motion to move into an Executive Session at 4:00 p.m. to discuss personnel. The motion was seconded by Ms. Anderson and approved unanimously.

Ms. Anderson made a motion to leave the Executive Session at 4:24 p.m. The motion was seconded by Mr. Harris and approved with unanimous consent.

**Discussion Item:**

**Library Director Evaluation:** Ms. Smith presented the completed director evaluation to Ms. Holmes. Ms. Smith and the board voiced their approval of Ms. Holmes performance and encouraged her to continue to grow in the director role, seeking continued education where necessary. Some minor discussion ensued in which Ms. Holmes shared her goals for the upcoming year.

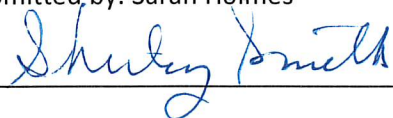
**Public Comments:** None

**Trustee Comments:** Ms. Smith expressed that though her term was ending, she hoped to be considered for term renewal. She's proud of the library, staff, and the board.

**Next Meeting Date:** July 19, 2023, at 3:30 p.m. in the library meeting room

**Adjourn:** Ms. Willis made a motion to adjourn the meeting, seconded by Ms. Anderson. Motion approved by unanimous consent. The meeting adjourned at 4:30 p.m.

Minutes submitted by: Sarah Holmes

Approved:  Date: 7-19-23