

**CATOOSA COUNTY LIBRARY  
BOARD OF TRUSTEES  
Board Meeting  
April 16, 2025 – 3:30 p.m.**

**Meeting Minutes**

**Members Present:** Shirley Smith, Sharon Anderson, Karen Willis, and Rachel Lamar

**Others Present:** Sarah Holmes, Meghan Herbel

- I. **Call to Order:** Shirley Smith, Board Chair, called the meeting to order at 3:31 p.m. A quorum was present.
- II. **Approval of Agenda:** After a brief review, Ms. Lamar made a motion to approve the agenda. The motion was seconded by Ms. Anderson and approved with unanimous consent.
- III. **Approval of Minutes:** The Regular Meeting minutes on January 15, 2025, were reviewed. Ms. Anderson made a motion to accept the minutes, and the motion was seconded by Ms. Willis and approved unanimously.
- IV. **Approval of Director's Report:**
  - a. Ms. Holmes discussed recent improvements to reopened spaces and the additional AED machine with children's pads in the children's area. She also demonstrated the storage improvements made to closets and staff workspaces.

Ms. Holmes discussed various partnerships and recent staff trainings. She then highlighted several celebrations with the county and library advocacy events.

While discussing the state budget update, Ms. Smith asked for clarification about grant funds and required maintenance fees. Ms. Holmes answered that many of our grants are managed by the Georgia Public Library Service, and there are no fees taken out of the money granted to us.

Ms. Holmes relayed information regarding the recent SB 74 bill and what impact it would have had if it had passed. Further discussion ensued about current library policies regarding parental rights and the reconsideration process. Ms. Holmes also relayed that HB 516 did pass and what that means.

Finally, Ms. Holmes reported on the work that the library and staff do with local partners to expand resources and access to our patrons. Ms. Holmes also invited everyone to the upcoming Catoosa Reads! event.

Ms. Anderson inquired about open positions, and a discussion concerning requirements followed.

Ms. Willis made a motion to accept the director's report. Ms. Lamar seconded the motion, and the report was approved unanimously.

V.

**Information Items:**

- a. **Budget Report:** A copy of the report is included in the packet and incorporated by reference. Limited discussion was had regarding spending SPLOST funds.
- b. **Statistics Report:** A copy of the report is included in the packet and incorporated by reference. Discussion comparing pre-COVID closures and current statistics followed. Ms. Holmes highlighted the hard work of library staff members in identifying and addressing patron needs.
- c. **Certifications Regarding Debarment, Suspension and other responsibility matters; Drug-Free Workplace Requirements; Lobbying; Federal Debt Status; and Nondiscrimination:** Ms. Holmes shared a copy of this document for review as part of the Annual Documents submitted for grant fund compliance.
- d. **Information regarding the Institute of Museum and Library Services (IMLS):** Ms. Holmes briefly reviewed the projects and services funded by IMLS and the potential impact of its dissolution on future services.

VI.

**Discussion Items:**

- a. **Library Director Evaluation:** A copy of the required document is included. Trustees decided to complete the form individually and meet at the June called meeting to complete the evaluation together.
- b. **Custodial Services:** Ms. Holmes reviewed the various procedures for handling incidents requiring cleaning and relayed that staff are now required to clean up incidents, prompting biohazard training. She relayed that after requesting information from the county government, which maintains the building, it has decided that it is on library staff to handle. She asked the board what they felt was appropriate for staff to handle and whether they would be interested in pursuing alternative options. Trustees shared that they did not feel that this responsibility should fall on library staff and encouraged Ms. Holmes to pursue options through the county government.

VII.

**Action Items:**

- a. **Approval of Senior Planet Licensing Agreement:** Ms. Holmes presented this item to the board. She shared background information about this organization and shared that the County's attorney has reviewed and approved this contract. Excitement was shared about the addition of technology classes to library services. Ms. Lamar made a motion to approve. Ms. Anderson seconded, and it was approved with unanimous consent.
- b. **Approval of updated Multi-Purpose/Meeting Room Request form:** Ms. Holmes presented this item to the board with no questions. There was a short discussion about library furniture. Ms. Willis made a motion to approve. Ms. Lamar seconded, and it was approved with unanimous consent.
- c. **Ratify Approval of Request for Director travel to Spring Library Directors' Meeting-Snellville, GA:** Ms. Holmes presented this item to the board. Ms. Anderson made a motion to approve. Ms. Lamar seconded, and it was approved with unanimous consent.
- d. **Approval of FY2026 Application for State Aid to Public Libraries:** Ms. Holmes presented this item to the board. Ms. Willis made a motion to approve. Ms. Lamar seconded, and it was approved with unanimous consent.
- e. **Approval of FY2026 Signature Authority:** Ms. Holmes presented this item to the board. Ms. Anderson made a motion to approve. Ms. Willis seconded, and it was approved with unanimous consent.

VIII. **Public Comments:** N/A

IX. **Trustee Comments:** Ms. Smith expressed her thanks for the information and excitement for the upcoming Catoosa Reads! event.

X. **Next Meeting Date:** Called Meeting on Wednesday, June 11, at 3:30 p.m. in the Library's Meeting Room. Regular Meeting on Wednesday, July 16, at 3:30 p.m. in the Library's Meeting Room

XI. **Adjourn:** The meeting was adjourned at 5:09 p.m. after a motion was made by Ms. Willis and a second by Ms. Lamar. The motion was approved unanimously.

Minutes submitted by: Meghan Herbel

Approved: Shirley Smith Date: 7-16-2025