

**CATOOSA COUNTY LIBRARY
BOARD OF TRUSTEES
Board Meeting Minutes
January 15, 2025 – 3:30 p.m.**

Members Present: Shirley Smith, Sharon Anderson, Chuck Harris, and Rachel Lamar

Others Present: Sarah Holmes, Kara Thompson

- I. **Call to Order:** Shirley Smith, Board Chair, called the meeting to order at 3:30 p.m. A quorum was present.
- II. **Approval of Agenda:** After a brief review, Ms. Lamar made a motion to approve the agenda as presented. Ms. Anderson seconded the motion and it was approved unanimously.
- III. **Approval of Minutes:** The Regular Meeting Minutes for October 16, 2024 were reviewed. Mr. Harris made a motion to approve the minutes and the motion was seconded by Ms. Lamar and approved unanimously.
- IV. **Approval of Director's Report:** Ms. Holmes, Library Director, presented the quarterly director's report.

Ms. Holmes shared plans to renovate the small kitchen into a lactation room for nursing mothers. She detailed the amenities the room will have as well as the search for appropriate furniture. She also discussed how she reached out to other libraries to get feedback about similar rooms.

Ms. Holmes updated the board on the plan for the improved security system, a new printer for circulation, and three new LG Displays. She spotlighted our digital resources available to our patrons-Galileo, Libby, Palace, and Hoopla. She also shared that we have two full-time Library Assistant positions available.

Ms. Holmes' report included how the partnership with our Friends of the Library organization benefits the library and patrons through donations and partnering with our Programming team to provide incentives and prizes. As well as advocating for the importance of literacy and the library in the community.

Ms. Anderson made a motion to accept the director's report. Mr. Harris 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. Ms. Holmes discussed the usage of the 2009 SPLOST funds to purchase new materials for the library. She also discussed the Agreed-Upon Procedures audit went well with no exceptions as a result of the procedures found.
 1. Ms. Holmes shared that the Catoosa County Board of Commissioners approved a \$300 Christmas Bonus that was given to each staff member and the director.

- B. **Statistics Report:** A copy of the report is included in the packet and incorporated by reference. Ms. Holmes drew attention to the steadily increasing circulation. She also shared the steady increase in new card registrations and in-person visits. Ms. Holmes reached out to other libraries to see how their numbers compared and found similar results. There was some discussion about the spike in 2018 and Ms. Holmes surmised it was probably due to a special program with the schools. Ms. Holmes shared that she would like to pursue the possibility of proposing the PLAY card again to the schools for ease of student access to resources. Some discussion ensued regarding student privacy concerns and the current opt-out versus opt-in nature of the program.
- C. **FY24 Agreed-Upon Procedures (AUP):** A copy of the FY24 AUP report is included in the packet and incorporated by reference. Ms. Holmes shared that the library's FY24 AUP was completed successfully with no findings.

VI. **Discussion Items:**

- A. **Review Library Constitution:** Ms. Holmes shared the current Library Constitution with included notes for revision to reflect how the treasurer may also be a designated agent which was approved back when the library became a single-county library in 2008. In addition, minor grammatical errors and formatting were addressed.
- B. **Review Library Bylaws:** Ms. Holmes shared the current Library Bylaws with included notes for revision to reflect how the Catoosa County Government acts as a designated fiscal agent and that the regular meetings are held on the third Wednesday in the months of January, April, July, and October. In addition, minor grammatical errors and formatting were addressed.
- C. **Review updates to the Catoosa County Public Library Policy Manual:** Ms. Holmes shared the current Catoosa County Public Library Policy Manual with included notes for revision to reflect modern language and current practices.

VII. **Action Items:**

- A. **Approval of updated Library Constitution:** Ms. Lamar made a motion to approve. Mr. Harris seconded the motion and it was approved unanimously.
- B. **Approval of updated Library Bylaws:** Ms. Anderson made a motion to approve. Ms. Lamar seconded the motion and it was approved unanimously.
- C. **Approval of updates to the Catoosa County Public Library Policy Manual:** Mr. Harris made a motion to approve. Ms. Lamar seconded the motion and it was approved unanimously.
- D. **Approval of Director registration and travel fees for Financial Training in Athens, GA March 24-27, 2025:** Ms. Anderson made a motion to approve. Ms. Lamar seconded the motion and it was approved unanimously.
- E. **Approval of Library Assistant (YA programming) registration and travel fees for Share-a-Rama in McDonough, GA February 27-28, 2025:** Mr. Harris made a motion to approve. Ms. Lamar seconded the motion and it was approved unanimously.
- F. **Approval of Saturday Closures around Catoosa County's approved 2025 Holiday Schedule (April 19, July 5, and November 29):** Ms. Holmes shared statistics of the lowest attended Saturdays and patron feedback. Some discussion ensued. Mr. Harris asked how it affected staff hours and whether or not they would need to take PTO. Ms. Holmes shared that no PTO needs to be taken. Any scheduled hours on Saturdays that are closed are moved to the following week to assist in regular library operations. Ms.

Lamar made a motion to approve. Ms. Anderson seconded the motion and the motion carried with two in favor and one opposed.

- G. **Approval to change the date for Library Closure for staff in-service day from Friday, February 28, 2025, to Monday, February 17, 2025:** Mr. Harris made a motion to approve. Ms. Lamar seconded the motion and it was approved unanimously.

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

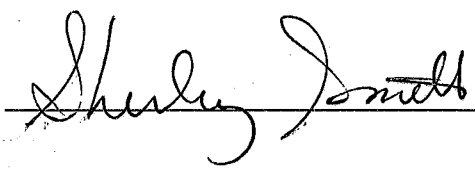
IX. **Trustee Comments:** N/A

X. **Next Meeting Date:** Regular Meeting on Wednesday, April 16, 2025, at 3:30 p.m. in the Library's Meeting Room.

XI. **Adjourn:** The meeting was adjourned at 5:02 p.m. after a motion was made by Ms. Anderson and a second by Ms. Lamar. The motion was approved unanimously.

Minutes submitted by: Kara Thompson

Approved: _____



Date: _____

4-16-2025

