

**CATOOSA COUNTY LIBRARY
BOARD OF TRUSTEES
Board Meeting Minutes
July 19, 2023 – 3:30 p.m.**

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

Others Present: Sarah Holmes and Meghan Herbel

Call to Order: Shirley Smith, Board Chair, called the meeting to order at 3:30 p.m. A quorum was present.

Approval of Agenda: Ms. Lamar made a motion to approve the agenda. Ms. Anderson seconded the motion and the agenda was approved with unanimous consent.

Approval of Minutes: After a short review, Ms. Anderson made a motion to approve the Minutes of the Regular Meeting on April 19, 2023. The motion was seconded by Ms. Lamar and approved unanimously.

The Minutes of the Called Meeting on June 6, 2023, were unanimously approved, motioned by Ms. Anderson, and seconded by Ms. Lamar.

Approval of Director's Report: Ms. Holmes, Library Director, presented the quarterly director's report. A copy is included in the packet and incorporated by reference.

The report included an update on the Summer Reading Program, showcasing outstanding engagement from our community. Ms. Holmes shared how excited staff, patrons, volunteers, and our partners have been participating in this year's activities. With the theme "All Together Now," the library has invited local organizations that support and serve our community all year long.

In addition, Ms. Holmes shared that as part of our SRP program, the Pet Food for Fines program was a great success! The library partnered with the North Georgia Animal Alliance in collecting pet food and other items to then give to local families in need of these supplies for their pets. This program, along with the current program, Food for Fines, with the Northwest Georgia Branch of the Chattanooga Food Bank has changed the conversation around fines. As one staff member, Kaitlyn Accardo, aptly put it: "Instead of 'this is something bad you did,' it has become 'this is how you can help others.'" Ms. Holmes shared that she would like to continue these programs on an annual basis as it really brings the community together and demonstrates who we are and why we do what we do, improves our community's quality of life, and connects people to resources and services to meet their needs.

Some discussion ensued about how the library got the word out about these events and programs. Ms. Holmes shared that in addition to our in-house efforts, we connect with local community members and organizations to spread the word. For example, the Catoosa County Chamber of Commerce, the Family Collaborative, Catoosa County Government, the Catoosa County News, as well as TV spots such as the UCTV and the Daily Refresh on Channel 9, which Ms. Holmes is to appear on Thursday, July 20. The board inquired on whether or not the fines programs could be advertised through PINES. Ms. Holmes shared that this would be difficult as we are only able to forgive fines on Catoosa County Library-specific items; however, we did our best to make sure that everyone knew of these programs.

Ms. Holmes also shared some of the larger, upcoming events to be held at the library. The Summer Reading Program Wrap Up Party will be Saturday, July 29 and the Back to School Bash with a Craftapalooza and Education Expo will be on Saturday, August 5. We're excited to be including some of our educational partners especially since many members of our community may not know what services are available for them.

Ms. Lamar made a motion to approve the director's report. The motion was seconded by Ms. Anderson and approved unanimously.

Information Items: Ms. Holmes presented the following to the board as information items.

Budget Report: A copy of the report is included in the packet and incorporated by reference. Ms. Holmes shared she is working closely with the county and the state to make sure that the FY23 fiscal year is closed out successfully and to also prepare for our upcoming Agreed Upon Procedures in October. Ms. Holmes has developed a new internal process to help manage the library's different budgets and shared success about how smoothly this has made our budget management throughout the year.

Statistics Report: A copy of the report is included in the packet and incorporated by reference. Ms. Holmes shared how the library is using statistics to create a compelling narrative on how libraries are a positive impact on the community since libraries are more than just books. In addition to the standard statistics, Ms. Holmes presented the "Library Value Service Chart" that Assistant Director, Meghan Herbel, put together to showcase the value of our services. The total annual budget for the library with state and local funds (not including SPLOST) is approximately one million dollars while the total value of library services listed in FY23 nears seven million. Getting a new door counter for more accurate statistics and additional passes for checkout were also discussed.

Discussion Items:

Trunk or Treat Event – this is a huge, and much-anticipated, event! We are excited to be hosting it again this year over at the Colonnade on Tuesday, October 31.

Leadership Catoosa – is accepting nominations. This is a great program put together by the Catoosa County Chamber of Commerce building leaders and creating connections throughout the community. Ms. Holmes requested for either her or Meghan Herbel to be nominated if board members were inclined to do so.

AUP Engagement Letter – Kim Site – Ms. Holmes summarized what Ms. Site will be reviewing in this year's AUP.

Action Items: Ms. Holmes presented the following items to the board as action items.

Approval for early closure, 2:00 p.m., for Trunk or Treat Event on Tuesday, October 31, 2023: This request was presented to the board. Ms. Anderson made a motion to approve which was seconded by Ms. Lamar and approved unanimously.

Approval for closure for staff development day on Friday, October 6, 2023: This request was presented to the board. Ms. Lamar made a motion to approve this request. The request was seconded by Ms. Anderson and approved with unanimous consent.

Approval of Director's registration and travel fees for Fall Directors' Meeting in Carrollton, GA September 25-27, 2023: This request was presented to the board. After some minor discussion about possible increase in cost for hotel fees, Ms. Anderson made a motion to approve the request which was seconded by Ms. Lamar and approved with unanimous consent.

Public Comments: None

Trustee Comments: Congratulations to Shirley Smith for being appointed to serve another term as a Library Board of Trustees member!

Next Meeting Date: The next Regular Library Board of Trustees Meeting is set for Wednesday, October 18, 2023, at 3:30 p.m. in the library's meeting room.

Adjourn: Ms. Lamar made a motion to adjourn the meeting. The motion was seconded by Ms. Anderson and approved by unanimous consent. Meeting adjourned at 4:37 p.m.

Minutes submitted by: Sarah Holmes

Approved: Shirley Smith Date: 10-18-2023