

**Chestatee Regional Library System  
Board of Trustees  
Quarterly Meeting  
Held at Lumpkin County Library  
January 12, 2015**

Members present: *Elsa Ann Gaines, Ragin Hause, Leslie Kupkowski, Carol Hesse, Judy Cahill, Dan Bowers and Eydie Stegall*

Also present: *Director Claudia Gibson and Assistant Director Peggy King*

Absent: *Denson Martin*

Carol Hesse called the meeting to order at 2:00 PM and established a quorum was present.

Leslie Kupkowski made a motion to accept the minutes of the November 3, 2014 meeting. Ragin Hause seconded and all were in favor.

Peggy King presented the 2nd quarter financial report for FY15. Eydie Stegall made a motion to accept the report as presented, Judy Cahill seconded and all were in favor.

Claudia Gibson told the board that our current Operations Specialist, Bill Tanner, is leaving our employment as of January 14, 2015. We have interviewed applicants for this position and have the opportunity to hire someone who has 10 years of maintenance experience plus he also has technology experience. What Claudia would like to do is give this person the added responsibility of assisting our IT Coordinator in maintaining the computers at both branches. With the added responsibility, we would like to upgrade the classification of this position from an LAII (Grade 11) to an LAIII (Grade 12). Elsa Ann Gaines made a motion to change this job classification as requested, Ragin Hause seconded and all were in favor.

In addition to the vacancy left by Bill Tanner, Peggy King will be retiring at the end of March 2015 which leaves the position of Business Manager vacant. In an effort to see the budgetary impact once these 2 positions are filled, we estimate the following:

- Business Manager - there will be a savings of approximately **\$14,846** per year in salary and benefits for this position. This is based on where our most promising candidate falls on our salary scale.
- Operations Specialist – we anticipate an additional annual cost of approximately **\$29,179** by hiring the above-referenced candidate. This increase is due to several factors: 1) Claudia Gibson would like to increase the hours of this position from 30 to 40 hours per week, due to the added technology responsibilities; 2) This candidate will opt in for health insurance at a cost of \$10,116 per year (Bill

Tanner did not opt in for health insurance); 3) we will be starting this candidate at a higher rate than Bill now makes due to his experience and being in a higher job classification.

The net effect of these 2 job replacements is \$14,333 per year additional cost (-\$14,846 + \$29,179). The cost to the remaining FY15 budget (thru 06/2015) is approximately \$6,000. Claudia asked the board to allow us to use the fund balance designated for potential use of insurance expense (approved by the board in November 2014) to cover this overage through FY15. She would then like the board to approve use of Emergency Reserve fund balance to sustain this over the next few years, if necessary. Ragin Hause made a motion to allow a total of \$25,000 (\$12,500 from each branch) fund balance to fund the above-referenced positions. Dan Bowers seconded and all were in favor.

Peggy King presented the proposed revisions to the FY15 budget to the board. The revisions presented to the board did not reflect the above use of fund balance. Peggy King will revise the budget to include this information and send out to the board members. Ragin Hause made a motion to accept the budget revisions with these amendments added, Leslie Kupkowski seconded and all were in favor.

The meeting was adjourned at 2:41 PM.

Respectfully submitted,

Elsa Ann Gaines, Secretary  
(By Peggy King)