

**Chestatee Regional Library System
Board of Trustees
Quarterly Meeting
Held at Dawson County Library
October 26, 2015**

Members present: *Ragin Hause, Judy Cahill, Carol Hesse, Dan Bowers, Susan Roof and Denson Martin.*

Also present: *Director Claudia Gibson and Assistant Director Vicki Adkison*

Absent: *Donna Weaver Yaughn and Donna Logan*

Carol Hesse called the meeting to order at 4:55 PM and established a quorum was present.

Denson Martin made a motion to accept the minutes of the July 27, 2015 meeting and the September 30, 2015 called meeting. Dan Bowers seconded and all were in favor.

Claudia Gibson presented financial report. There were no questions. Claudia Gibson also discussed the FY16/CY16 Budget report advising the members Dawson County will be giving (the Dawson County Board is scheduled to vote this week on budget) only \$6,500 more than last year for satellite renovation. Since the budget was so small Claudia asked Dawson County Commissioner Mike Berg if money could be spent on books and materials instead and Mike said that would be okay. Judy Cahill moved to accept the financial report as is and to accept the Budget report on the condition there is no change by the Dawson County Commissioners when they approve the county budget. (If the Dawson County Budget changes, with respect to the Library System, then the CRLS budget report will need to be revisited.) Ragin Hause seconded and all were in favor.

There were no committee reports and no unfinished business.

Claudia Gibson presented a reminded the members she was re-writing job classifications and she presented a new job classification for the Operations Manager position changing in from a paygrade 12 to a paygrade 14. Dan Bowers made a motion to accept the Operations Manager job classification as written. Ragin Hause seconded and all were in favor.

Claudia Gibson presented to the Board the annual Signatory Authority Form to be voted on and signed. The form allows Claudia Gibson the authority to sign all contracts and other documents. Judy Cahill made a motion to allow Claudia Gibson the authority. Susan Roof seconded and all were in favor. Carol Hesse (Chair) signed the form and returned to Claudia Gibson.

Claudia Gibson advised members she needed their approval to add verbiage to personnel policy **6.12 Holidays**, in an effort to make the Christmas holiday hours clearer to the employees. The policy would state, “When a holiday, *other than the Christmas Eve, Christmas Day, and day after Christmas*, falls on Saturday, the library will be closed Saturday and the also the preceding Friday to observe the holiday....” Motion made by Susan Roof to accept the new verbiage for the **6.12 Holiday** as presented. Judy Cahill seconded and all were in favor.

Claudia Gibson submitted her resignation letter to the Board to be effective March 31, 2016 (her scheduled date of retirement). There was some discussion regarding the search committee. Claudia Gibson offered to be an advisor to the committee; however, the CRLS Board of Trustees would have the final vote. Claudia also advised the members that Julie Walker (State Librarian) has offered to meet with the committee and give them information with regard to doing a search for a new Director. Denson Martin suggested that an extensive background, with regard to resume, be conducted on any eligible candidate. Judy Cahill advised she would like to be on the committee. Carol Hesse will, as Chair, put together a search committee of 3-5 people to then meet with Julie Walker.

Meeting was adjourned at 5:25pm.

Respectfully submitted,

Dan Bowers
(By Vicki Adkison)