

**Lumpkin County Library
Board of Trustees
Quarterly Meeting
Thursday, October 12, 2017 at 4:30 p.m.**

**** BOARD APPROVED ****

Members present: *Gil Katzenstein, Robin Hall, Laura LaTourette, Sue Mattison, Denson Martin, Nancy Vollbeer*

Members absent: *David Luke*

Also present: *Leslie Clark, Director, Vicki Adkison, Assistant Director, and John McConnell, Collection Management Librarian, Lumpkin County Library Branch Manager, Tracey Thomaswick, and Administrative Assistant Paula Smith.*

Call to Order and Establish Quorum – Denson called the meeting to order at 4:31 and established a quorum was present.

Approval of Minutes of quarterly meeting July 20, 2017 – Denson requested a motion to approve. Robin moved to accept. Sue seconded. All were in favor. Motion carried.

Reports

- Branch Manager's Report: Centennial Celebration: Admin Staff will be helping on Saturday, November 4th, i.e. Library tent, setup, take down, Birds of Prey tent, etc... Tracey invited all Board members to attend.
- Collection Manager's Report: 1600+ new items. (Online) Evergreen is installed on the computers for staff to begin learning the new program.
- Director's Report: Director's meeting, training for staff – Evergreen, John will be assisting/training staff on new interface, Centennial Celebration/Nov. 4th, Technology grant will be used for patrons.
- Branch Financial FYE 17 4th Quarter: Denson requested a motion to accept. Gil moved to accept. Nancy seconded. All were in favor. Motion carried.
- Encumber fund balance(s) from unassigned to assigned –
 - a) Motion to add 10K from unassigned fund balance and add it to the FY18 budget for *library materials*. Denson requested a motion. Nancy moved to accept. Robin seconded. All were in favor. Motion carried.
 - b) Motion 10k from unassigned fund balance to the assigned fund of *Emergency Reserve Fund*. Denson requested a motion. Gil made the motion to accept. Nancy seconded. All were in favor. Motion carried.
 - c) Motion to move 9k from unassigned fund balance to the assigned fund *Van Replacement*. Nancy made a motion to move 9k from unassigned to fund *Van Replacement*. Robin seconded. All were in favor. Motion carried.
 - d) Motion to move 5k from unassigned fund balance to the assigned fund *Equipment Replacement Fund*. Staff computers need to be replaced within the next year. Gil made the motion to accept. Robin seconded. All were in favor. Motion carried.
 - e) Motion to move 35k from unassigned fund balance to the assigned fund *Equipment Reserve/Repair*. Denson made a request for a motion. Laura made the motion to accept. Sue seconded. All were in favor. Motion carried.
- Financial 1st quarter FY18: **Pending**
- FY18/CY18 budget: Note that TRS costs are increasing this year and next. Denson requested a motion to approve budget. Nancy made the motion to accept. Robin seconded. All were in favor. Motion carried.
- Committees: **Pending to next meeting.**

New Business

- Personnel Policies: Annual Leave/Sick Leave, (Part-time, at least 20 but less than 30 hrs/wk), (Full-time work 30 hours or more/week): **Current policy: Annual Leave:** 60 hrs maximum annual leave carryover for PT, 120 hrs maximum annual leave carryover for FT. **Sick leave:** PT 360 hours maximum annual carryover. FT 720 hours maximum annual carryover.

Gil made a request to increase annual leave carryover from 120 to 160 for FT, and from 60 to 80 for PT. Gil made a motion to accept. Robin seconded. All were in favor. Motion carried. Sick leave for PT is 360 hours maximum annual carryover, and 720 hours maximum annual carryover for FT. Nancy made the motion to accept current Sick Leave Policy. Gil seconded. All were in favor. Motion carried.

- GADD (GA Digital Destination) Vendor change – from Overdrive to RB Digital February 2018.

Old Business

- Background checks: Gil made a motion to accept GA background checks only. Laura seconded. All were in favor. Motion carried. Second question: Just GA background checks on current employees including volunteers or new employees going forward as of a certain date? All are in agreement a background check policy needs to be written, and referred to CRLS board for approval and decision.
- Discussion of Policy Committee members for next board meeting.

Announcements

- The next regularly scheduled meeting of the **Lumpkin County Library Board of Trustees** is Thursday, January 18, 2018 at 5:00 p.m.
- The **Chestatee Regional Library System Board** meets Monday, October 23, 2017, 5:00 p.m., at Dawson County Library.

Adjournment

Gil requested motion to adjourn meeting at 5:50p.m. Laura seconded. All were in favor. Motion carried.

Respectfully submitted:



Gil Katzenstein, Secretary
(By Paula Smith)

All meetings are open to the public. Members of the audience may be allowed to speak at the end of the regular business session, if recognized by the Chair. Visitors may not participate in board discussion of items on the agenda.

***Mission Statement: Chestatee Regional Library System
enhances our community's quality of life by providing lifelong learning opportunities and recreational materials for everyone in Dawson and Lumpkin Counties***