

**Chestatee Regional Library System
Board of Trustees
Quarterly Meeting
July 26, 2021 at 5:00 p.m.**

Minutes pending board approval

The meeting was called to order and a quorum was established at 5:04 pm

In attendance: Peter Thomas, Don Cargill, Gail Smith, Karmen Pharris, David Luke, Robin Hall, Kaye Campagnoli and Bobbi Larson. Staff in attendance: Leslie Clark, Jonathan Smith, Elizabeth Stipek, Tracey Thomaswick and Stacey Leonhardt.

Welcome new board members-Karmen Pharris introduced herself. Later in the meeting Bobbi Larson introduced herself.

Robin made a motion to approve the minutes from the quarterly meeting held April 15, 2021. David seconded. No discussion. All in favor. Motion carried, minutes approved.

Peter read over the agenda. He asked for a motion to approve the agenda. Don motioned to approve the agenda. Gail seconded. No discussion. All in favor. Motion carried, agenda approved.

Reports

- Leslie Clark went over the system financials for the 4th Quarter of FY21. After going through the various revenues and expenditures she stated how the books would be officially closed after the AUP when the auditor provides his statements on the systems books.
- Committees-no reports

Old Business

Staffing update-in the county meetings there were 6 vacancies system wide. To date there are only 3 remaining: Information Specialist for each county and Youth Services Specialist for Lumpkin County only. Dawson filled the part time custodian position who is expected to start Aug 3 pending a successful background check. Lumpkin hired a part time circulation position. Susan Jarocki started July 23. HQ hired Paula Smith to fill the Admin Assistant II position with an Aug 16 start date.

New Business

- Signatory Authority-Don made a motion to approve the FY22 Signatory Authority form granting director Leslie Clark signature authority for all contracts and other documents. Karmen seconded. No discussion. All in favor. Motion carried.
- Part time staff leave policy-Leslie presented a new policy granting part time staff PTO (paid time off) benefits. Don made a motion to accept the policy as presented. Discussion was also had on start time and it was agreed the new policy would retro back to July 1, 2021 and grant to full time of 19 or 15 hours PTO for part time staff. Gail seconded. Discussion centered on thanking the staff for crafting this policy that will help retain part time staff when hiring has proven challenging. All in favor. Motion carried.
- Part time staff bereavement policy –Leslie presented a new policy granting paid bereavement leave to part time staff. Robin made a motion to accept the policy as presented. Don seconded. All in favor. Motion carried.
- Federal holiday closings discussion-Leslie presented a listing of Federal holiday closings and which ones the library system was closed. CRLS is not closed for all Federal holidays. It was decided to table the vote on whether to change the CRLS holiday list until next meeting. Bobbi Larson is going to send UNG's holiday closing schedule as well as the University System of Georgia's language on holidays. Since Juneteenth is in the middle of summer a discussion centered on having a library program and/or displays to honor this day rather than closing. This is how the library handles other holidays such as Presidents Day and Columbus Day.

Other business-A question was asked about the library's Strategic Plan. Leslie stated that budget requests to both counties were made for additional staff in order to increase hours which is a Goal to "Increase access to services and resources. And while COVID-19 had an impact on the Strategic Plan funds were shifted from print materials to e-materials when the libraries were closed or there was limited access. This is in response to Goal 3-Maximize library collections. Spending decisions are based in large part of how it will impact the Strategic Plan. The library will bring reports to each meeting specifically outlining how we are meeting our goals. Leslie Clark did state the library needed to do a better job of telling our story and demonstrating the libraries resources and services.

Public Comments-none

Announcements

- The Chestatee Regional Library System Board is scheduled to meet **Monday, Oct 25, 2021** 5 pm, at the **Dawson County Library**.

Adjournment- Don made a motion to adjourn the meeting. David seconded. Meeting adjourned.

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***