

**Chestatee Regional Library System
Board of Trustees
Quarterly Meeting
Oct 25, 2021 at 5:00 p.m.**

****PENDING BOARD APPROVAL****

Peter (Thomas) called the meeting to Order and Established Quorum at 5:05pm.

In attendance: Don Cargill, Karmen Pharris, Peter Thomas, Kaye Campagnoli, Robin Hall, Bobbi Larson. Also in attendance: Leslie Clark-Director, Jonathan Smith-Business Manager, Tracey Thomaswick-Lumpkin Library Branch Manager, Stacey Leonhardt-Dawson Library Branch Manager, Elizabeth Stipek-Acquisitions Specialist, and Paula Smith-Administrative Assistant.

Welcome new board members. Peter (Thomas) welcomed new board members. Introductions were made at previous meeting.

Approval of Minutes of quarterly meeting July 26, 2021 – Peter (Thomas) asked for a motion to approve the minutes of the July 26, 2021 quarterly meeting. Robin (Hall) made a motion to approve. Don (Cargill) seconded. No discussion. All in favor. Minutes approved.

Approval of the agenda Peter (Thomas) asked for new business. Leslie (Clark) mentioned new business is the presentation to the Lumpkin Board of Commissioners on November 2nd. Don (Cargill) moved to approve the agenda. Bobbi (Larson) seconded. No discussion. All in favor. Agenda approved.

Reports

- FY21 Financials review – Jonathan (Smith) highlighted the 2022 Q1 Headquarters budget to actuals, revenue/expenses sources and uses, and the Balance Sheet review. Note: There is a typo in the April approved budget. Leslie (Clark) asked for a vote to amend the budget numbers. Don (Cargill) made a motion to authorize/redo budget for staff to make the necessary changes to the budget, and send to the Board as soon as possible. Robin (Hall) seconded. No discussion. All in favor. Amendment to update prior budget approved.
- Financials 1st Quarter FY22 – Jonathan (Smith) summarized the FY22 1st quarter for HQ as of 9/30/2021. Leslie (Clark) asked if the Board would like to receive the budget 'charts' in advance. Robin (Hall) mentioned he would like to have those before the Board meeting to review.
- Financials 1st Q FY22 Forecast – Jonathan (Smith) discussed at earlier Board meetings.
- Staff Development Day – Leslie (Clark) mentioned this was an uplifting, and positive staff development day facilitated by MG Finch Facilitation.

Old Business

- Staffing update – We are fully staffed. All vacant positions have been filled. One HQ part-time position is frozen. Leslie (Clark) will send an updated organizational chart to the Board.
- Federal Holiday closings discussion –Each year the holiday schedule is approved at the beginning of each calendar year by the Board. The Personnel Policy Section H-4 Reads:

The Chestatee Regional Library System approved holiday schedule is published at the beginning of each calendar year. Changes to the designated list of holidays may be made by the CRLS Regional Board based on whether the holiday is best marked by a program or closure. Eligibility for holiday pay is based on the holiday closures and whether the employee's status is full-time or part-time.

- AUP – The audit/*Agreed Upon Procedures* is scheduled for Monday, November 15, 2021. The only challenge thus far is pulling information from the previous accounting system.

New Business

- Annual Contract Renewal: Presentation to Lumpkin Board of Commissioners at the November 2nd workshop.

Other business – None

Public Comments – No public comments.

Announcements

The Chestatee Regional Library System Board is scheduled to meet Monday, January 24, 2022, 5:00 pm, at the Lumpkin County Library.

Adjournment – Peter (Thomas) asked for a motion to adjourn. Don (Cargill) motioned to adjourn. Kaye (Campagnoli) seconded. All in favor. Meeting adjourned at 5:40pm.

Respectfully submitted,

Gail Smith
(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