Peter (Thomas) called the meeting to Order and Established Quorum at 5:00pm.

In attendance: Don Cargill, Tom Harter, Karmen Pharris, Gail Smith, Peter Thomas, Carroll Turner, Alex Williams, David Yenerall. Also in attendance: Leslie Clark, Director, Jonathan Smith, Business Manager, Stacey Leonhardt, Branch Manager, and Paula Smith, Administrative Assistant.

NOTE: Prior to approval of Minutes, Peter (Thomas) welcomed new members, and requested amendment to agenda to move the Branch Manager's report after Financial Forecast FY22.

Approval of Minutes of quarterly meeting July 18, 2021 – Peter (Thomas) asked for a motion to approve the minutes. Don (Cargill) made a motion to approve the quarterly meeting minutes from July 18, 2021. David (Yenerall) seconded. No discussion. All in favor. Minutes approved.

Approval of the agenda as amended. Peter (Thomas) asked for a motion to approve the agenda as amended. Don (Cargill) made a motion to approve the agenda as amended. Karman (Pharris) seconded. No discussion. All in favor. Agenda approved.

Reports
- Branch Managers report – moved after Financial Forecast FY22.
- Director/HQ Report – Leslie (Clark) discussed the highlights of filling all job vacancies at both branches, Staff Development Day, Virtual Tech Boot Camp, and (Virtual) Director’s Meeting.
- FY21 review – Peter (Thomas) asked Jonathan (Smith) to clarify for everyone the dates for “fiscal year”. Jonathan explained Fiscal Year 2021 starts on July 1, 2020 to June 30, 2021. Additionally, when referring to Q1 FY22, the dates are July 2021 to September 2021. Jonathan highlighted 2 major factors in FY21 review. First the final revenue payment from Board of Commissioners from June had not been recorded and second when the new MIP accounting system went live, one employee salary was not in the correct branch budget. The addition of the final revenue payment and salary line adjustment meant a change of (14,718.14) to a 33,242.23. Don asked for an explanation of Impact fees. These were discussed by admin staff and the library board.
- Financial Forecast FY22 – Jonathan explained a forecast would be a more accurate detail for future budget purposes. Vote (No vote needed at this meeting).
- Branch Managers report – Stacey (Leonhardt) discussed new staff hiring, successful Summer Reading Programs, and Community workshops.

Old Business
- Proposed renovations to the library – Leslie will need to go before the Board of Commissioners for approval.
- Staff changes – Fully staffed at both branches.
- County Budget requests – No changes, we are holding steady at $425k.
- ARPA grants-ebooks and Tech – $9,178.01 was awarded for ebooks and eaudiobooks thru Overdrive. The library system purchased 256 items for the digital collection. The same amount is available for computers however the contracts have not been signed by GPLS and the BOR so purchasing is on hold.

New Business
- Virtual Tech Boot Camp – Leslie will be attending this week and participating in 2 panel presentations.
- Director’s meeting in December will be in person. At the PINES meeting 2 items are up for a vote by the committee- Circulation of DVDs and audiobooks, and do patrons need to show their library cards to checkout materials.
- AUP – The audit/Agreed Upon Procedures is scheduled for November 15th.

Public Comments – No comments.

Announcements
- The next regularly scheduled meeting of the Dawson County Library Board of Trustees will be Tuesday, January 18, 2022 at 5:00 p.m.
- The Chestatee Regional Library System Board is scheduled to meet Monday, Oct 25, 2021 at the Dawson County Library.

Adjournment – Peter asked for a motion to adjourn. Don made the motion. Karmen seconded. All in favor. Meeting adjourned at 6:25pm.

Respectfully submitted,

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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