

**Lumpkin County Library
Board of Trustees
Quarterly Meeting Minutes
Thursday, January 16, 2020 at 5:00 p.m.**

****Board Approved****

Members present: Kay Campagnoli, Sue Mattison, Laura LaTourette, Nancy Vollbeer, Robin Hall, David Luke

Members absent: Gil Katzenstein, Denson Martin

Also present: Leslie Clark-Director, Tasha Gubernath- Business Manager, Tracey Thomaswick-Lumpkin Library Branch Manager, and Julie Julian, Administrative Assistant.

Call to Order and Establish Quorum: Robin Hall called the meeting to order at 5:09 p.m., quorum established.

Approval of Minutes of Quarterly Meeting October 17, 2019: Robin Hall asked for a motion to approve the minutes. Nancy Volbeer moved to accept and David Luke seconded. All in favor. Minutes approved.

Approval of the Agenda: Robin Hall asked for a motion to approve the agenda. David Luke moved to accept and Sue Mattison seconded. All in favor. Agenda approved.

Reports

- **Branch Manager's Report:** Tracey Thomaswick gave a summary of the branch manager's report. Had 18,697 visits during the 2nd quarter. The library programs are being tied back to the Strategic Plan. Commented the amount of food given for Food for Fines was down, but also, people are paying their fines. Reading 1,000 Books B4 Kindergarten celebration promoting early literacy was successful. David Luke commended Tracey on the number of visits, as well as, the number of programs being tied back to the Strategic Plan. Robin Hall agreed. Great job!
- **Director's Report:** Operations Specialist Michael Middleton has been busy with meeting about the new library, making an IT purchase list for the new library while keeping up with his other responsibilities. Business Manager Tasha Gubernath and Admin Asst. Julie Julian have been working on financials, ending CY19 and training. New staff Elizabeth Stipek, the Acquisition's Librarian is learning the job, attending cataloging training and cleaning up the back log of materials. She is meeting with branch managers concerning collection maintenance and items they need to fill in the gaps. Leslie- Accomplishments this quarter: Dawson County Impact Fees secured; many hours spent learning Acquisitions program for ordering materials; attended many new library meetings; training new staff. She will be attending Financial Training at the end of January with Tasha Gubernath. The Legacy Tree for Lumpkin County Library is complete. We received the new van last week.
- **Committees:** No reports. Gil, Susan and Gail will be meeting to discuss Patron Policy updates. No meeting has been scheduled.

Financials

- **2nd Quarter FY20:** Tasha Gubernath handed out the continuation budget. All numbers on the budget tie back to the Income Statement and Balance Sheet. We are transparent in what do and this is a way to show exactly what is being spent and received.

Old Business

- **New Library Construction Status:** The new library looks amazing. Construction team had met last week, light fixtures are in, and flooring is going on now. The plan right now: February 10: library shelves will be installed; the following week furniture is being delivered. Discussion about how long to close the library with all the logistics that need to happen. The board authorized Leslie Clark to make the decision on when and for how long to close the Lumpkin County Library.

- **NLTF New Library Task Force status:** Per Robin Hall – we're done! The Legacy Tree is complete and patrons are donating for a leaf for the tree. The tree looks great. The plaques for the rooms are being finalized and will need proofing. Finalize the names through email.

New Business

- **FY20 Continuation Budget:** Discussed under 2nd Quarter FY20 financials.
- **Status of Library Move and Resulting Closure:** Discussed under New Library Construction Status.
- **Grand Opening Ceremony of New Library:** March 28, 10:00 at Lumpkin County Library will be a meeting to finalize the details of the ceremony to be held March 28. The Friends of the Library are in charge of this ceremony.
- **Open House for Donors and Dignitaries:** March 27, 2020 5:30-7:00 pm.
- **Library Legacy Tree:** Article in the Dahlonega Nugget was very well written. Selling leaves and will be an ongoing project even after the library has opened.
- **Other New Business:** Now that the new van has arrived, what to do with the Honda. Boards will decide at a later date.
- **Public Comments:** None

Announcements

- The next regularly scheduled meeting of the Lumpkin County Library Board of Trustees is Thursday, April 16, 2020 at 5:00 p.m.
- The Chestatee Regional Library System Board meets Monday, January 27, 2020 at the Lumpkin County Library at 5:00 p.m.

Adjournment Robin Hall asked for a motion to adjourn. Nancy Volbeer motioned to adjourn. Kay Campagnoli seconded motion. All in favor. Meeting adjourned at 5:59 p.m.

Respectfully submitted,



Gil Katzenstein, Secretary
(By Julie A. Julian)

Note: 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.