Chestatee Regional Library System  
Board of Trustees  
Quarterly Meeting  
January 24, 2022 at 5:00 p.m.  

**PENDING BOARD APPROVAL**

Peter (Thomas) called the meeting to Order and Established Quorum at 5:01 pm.


Welcome new board members Peter (Thomas) welcomed board members. Leslie (Clark) introduced staff.

Approval of Minutes of quarterly meeting Oct 25, 2021: Peter (Thomas) asked for a motion to approve the minutes of the October 25, 2021 quarterly meeting. Karmen (Pharris) made a motion to approve. Don (Cargill) seconded. No discussion. All in favor. Minutes approved.

Approval of the agenda: Peter (Thomas) asked for a motion to approve the agenda as submitted. Leslie (Clark) mentioned one correction to note-the FY21 Financials should be FY22 Financials. Robin (Hall) moved to approve the agenda. David (Luke) seconded. No discussion. All in favor. Agenda approved.

Reports:
- FY21 Financials review. Jonathan (Smith) highlighted the CRLS, Lumpkin and Dawson 2022 Q2 P&L’s, budget to actuals, revenue/expenses sources and uses, Balance Sheet review, and inflation information. FY22 2nd quarter include dates from July 1st – December 31, 2021. Leslie (Clark) mentioned the “Financials” slide presentation will be emailed with Board Packets prior to meetings.

Old Business:
- Staffing update-Leslie (Clark) stated we have not been fully-staffed since April of last year, and with the new hire of a Dawson Youth Services Specialist we will be fully-staffed on February 1st.

New Business:
- Collection Development Policy– Peter (Thomas) asked for a motion to approve the Collection Development Policy. Don (Cargill) made the motion to approve. Robin (Hall) seconded. No discussion. All in favor. Collection Development Policy approved.
- Materials Reconsideration Form– Peter (Thomas) asked for a motion to approve Materials Reconsideration form. Don (Cargill) made the motion to approve. Robin (Hall) seconded. No discussion. All in favor. Materials Reconsideration Form approved.
- COLA for all staff- Before the vote, Leslie (Clark) requested a one-time exemption to the Personnel Policies that state “an employee must be in their position for 6 months before they are eligible for any COLA or merit increases.” Don (Cargill) requested to make a motion to accept the exemption. David (Luke) seconded. No discussion. All in favor. Exemption to Personnel Policy approved. Recommendation of 5% across the board for all staff, (except for Leslie Clark), as her reviews are completed separately. The COLA is to go into effect February 1, 2022. Don (Cargill) made motion to accept the 5% across the board for all staff with CRLS with Leslie as the exception to go into effect February 1, 2022. Karmen (Pharris) seconded. No discussion. All in favor. COLA increases approved. Don (Cargill) requested to convene an Executive Committee be authorized to make the final decision, in the event of any changes. Peter (Thomas) stated Don’s proposal was written in the policies.
Other business: None

Public Comments: No public comments.

Announcements:
- The Chestatee Regional Library System Board is scheduled to meet Monday, April 25, 2022 5:00 pm, at the Dawson County Library.

Adjournment: Peter (Thomas) asked for a motion to adjourn. David (Luke) motioned to adjourn. Don (Cargill) seconded. All in favor. Meeting adjourned at 6:00pm.

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*