Dawson County Library  
Board of Trustees  
Quarterly Meeting  
Tuesday, Jan 18, 2022 at 5:00 p.m.

**PENDING BOARD APPROVAL**

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

In attendance: Don Cargill, Karmen Pharris, Gail Smith, Kathryn Reagan Smith, Peter Thomas, Carroll Turner, and Alexandria Williams. Also in attendance: Leslie Clark, Director, Jonathan Smith, Business Manager, Stacey Leonhardt, Branch Manager, and Paula Smith, Administrative Assistant.

Before approval of minutes, Peter (Thomas) discussed agenda schedule changes, then asked for a motion to approve the minutes of quarterly meeting held October 18, 2021. Don (Cargill) made a motion to approve the quarterly meeting minutes as submitted. Kathryn (Reagan-Smith) seconded. No discussion. All in favor. Minutes approved.

Approval of the agenda – Peter (Thomas) suggested the following order of the agenda; Financial Reports, New Business, continue with the Reports and Old Business to conclude. Peter (Thomas) asked for a motion to approve the agenda as amended. Don (Cargill) made a motion to approve the agenda as amended. No discussion. All in favor. Agenda approved as amended.

Reports
- Branch Managers report – Stacey (Leonhardt) highlighted the new Information Specialist, Cloe Thomason and she is doing a great job. Earth Day will be in April. She is working to start a Community Garden in the raised flower beds behind the library. Eventually this area will connect by a path to the new park. She is excited about the hiring of a new Youth Services Specialist, Mary Beth Tanner who will start on February 1st.
- Director/HQ Report – Leslie (Clark) thanked Stacey (Leonhardt) and her staff for all their hard work, as well as Elizabeth (Stipek) for assisting at the Satellite branch during the past 4 and a half months being short staffed. Meetings with different vendors, Virtual Tech Boot Camp, and Acquisitions for GPLS also mentioned, as well as upcoming GPLS Financial Training. We are improving and updating our Onboarding Process for new employees and plan to overhaul the employee review process.
- Financial 2nd Quarter FY22 – Jonathan (Smith) reviewed the Revenue and Expenditures, and the Balance Sheet for the Dawson/Satellite Libraries. Highlighted permanent cost savings to include personnel of (1) vacant Youth Services position, and (1) Information Specialist resignation, as well as the inter-fund transfers (this is the money that gets transferred to HQ for our costs). Positive note is we are under budget, with a year-to-date savings mostly due to staffing shortages mentioned in previous reports. He mentioned Consumer Price Index inflation overall for 2021 is 7%.
- Financial Forecast FY22 – This discussion was part of the New Business: Salary increase for staff.

Old Business
- Staff changes – New courier was recently hired as well as a new Youth Services Specialist.
- COVID-19 – We are following the CDC guidelines.

New Business
- Collection Development Policies – Peter asked for a motion to approve. Carroll (Turner) made the motion to approve. Don (Cargill) seconded. No discussion. All in favor. Collection Development Policy approved.
- Materials Reconsideration Form – Leslie (Clark) mentioned the 1st change made is the addition of material that can be challenged to include – Other (Program/Display), and we added the line:

*Please note: Citizen's Requests for Reconsideration of Library Materials forms are accepted from citizens of the Chestatee Regional Library System service area only. Additionally, one question was added, Did
you read, see listen to or otherwise use the material in its entirety? Y/N If no, which parts or changes did you read, listen to or observe?

Peter (Thomas) asked for a motion to approve. Carroll (Turner) made the motion to approve the Materials Reconsideration Form. Kathryn (Reagan-Smith) seconded. No discussion. All in favor. Materials Reconsideration Form approved.

- Salary increase for staff – Leslie (Clark) requested a salary increase between 3% and 5%. Discussions consisted of county funds, inflation, salary studies, county salary comparisons, state-funding, raising the salary increase ceiling to 6%, and impact fees for materials. Karmen (Pharris) suggested 3-5% to the CRLS board for vote. Don seconded. All in favor. Motion carried. Karmen (Pharris) then amended her motion to only 5% increase for all staff. Don (Cargill) seconded the motion. No further discussions. Motion amended. All in favor. Motion carried.

Other Business – No discussion.

Public Comments – No comments.

Announcements
- The next regularly scheduled meeting of the Dawson County Library Board of Trustees will be Monday, April 18, 2022 at 5:00 p.m.
- The Chestatee Regional Library System Board is scheduled to meet Monday, Jan 24, 2022 at the Lumpkin County Library in Meeting Room A.

Adjournment – Peter (Thomas) asked for a motion to adjourn. Don (Cargill) made the motion. Kathryn (Reagan-Smith) seconded. All in favor. Meeting adjourned at 6:10pm.

Respectfully submitted,

Kathryn Reagan-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