

**Chestatee Regional Library System
Board of Trustees
Quarterly Meeting
Monday, May 10, 2021**

Board approved Minutes

In attendance: Gail Smith, David Luke, Robin Hall, Kaye Campagnoli, Peter Thomas. Staff: Tasha Gubernath (Financial Controller), Stacey Leonhardt (Branch Manager—Dawson County Library), Tracey Thomaswick (HR/Administrative Support) and Leslie Clark (Director).

Call to Order and Establish Quorum. Chairman Peter Thomas established a quorum and started the meeting at 5:15 pm.

Approval of Minutes of Quarterly Meeting January 25, 2021: Robin made a motion to approve the minutes from the January 25, 2021, meeting. Gail Smith seconded. No discussion. All in favor. Motion carried.

Approval of the agenda – David Luke made a motion to approve the agenda. Robin Hall seconded. No discussion. All in favor. Motion carried.

Reports

- Financial 3rd Quarter FY21-Tasha Gubernath went over all the financials as presented and answered any questions.
- Committees-No committee reports.

Old Business

- Phased Opening/COVID-19. Leslie Clark reported that plans are to resume the use of the public meeting rooms and Book-A-Librarian appointments as of June 1. The Summer Reading Program will resume with in-person programming as of June 1. As of June 1, the library system will be operating at Phase 7 of the Phased Opening/COVID-19 plan which is normal operations, returning to a pre-COVID status.

New Business

- Staffing update & organizational chart. Richelle Brown is the new branch manager at the Lumpkin County Branch. The Dawsonville Branch has an opening for a part-time circulation assistant following the retirement of staff member, Sarah Conaway.
- Closed dates FY 22 & CY 22: Robin Hall made a motion to accept the proposed closed dates as written. David Luke seconded. All in favor. Motion carried.
- Proposed FY22 Budget for the entire Chestatee Regional Library System—Kaye Campagnoli made the motion to accept the proposed budget for FY 2022. Gail Smith seconded. All in favor. Motion carried.
- Fund Balance Policy: Discussion was held about the new Fund Balance Policy. A motion was made by David Luke to approve the Fund Balance Policy, which includes a \$ 10,000 revenue stabilization fund. Robin Hall seconded. All in favor. Motion carried.
- Director Review—to go to Closed session—(Affidavit on record)
 - Peter asked for a motion to go into closed, executive session to discuss the annual evaluation of Leslie Clark, Director of the Chestatee Regional Library System. Kaye Campagnoli moved to accept the motion. David Luke seconded. All in favor. Motion carried. Closed session approved. NOTE: During Executive session, Chair should rule “out of order” for any discussion other than Director’s Annual Evaluation. On behalf of the Personnel Committee of the CRLS Regional Board (Peter Thomas, Kaye Campagnoli, and Robin Hall), Peter Thomas stated that the Personnel Committee had met with Director Leslie Clark at an earlier date and conducted a formal evaluation of her performance over the last year since her last evaluation. It was the recommendation of the Personnel Committee that Director Leslie Clark be given a 3% raise, effective retroactively to February 1, 2021 (FY2021) carrying through FY2022. David Luke made a motion to accept the recommendation of the Personnel Committee and offer the raise as recommended to Director Leslie Clark. Gail Smith seconded. All in favor. Motion carried. At

this time, Director Clark was asked to join the closed session and told of the results of the board decision.

- Resume Public Meeting. Peter Thomas requested a motion to close the executive session and return to open session. Robin Hall moved to accept the motion. Gail Smith seconded. All in favor. Motion carried. Resume open session.
- Director Salary: Peter Thomas made the motion to approve an increase of the Director's salary by 3% effective February 1, 2021/ FY 2021 to be carried through the next FY 2022.

Kaye Campagnoli moved to approve the motion. David Luke seconded. All in favor. Motion carried. Salary increased approved.

Other Business. None

Public Comments. None.

Announcements

- The Chestatee Regional Library System Board is scheduled to meet on Monday, July 26, 2021, at 5:00 p.m. at the Lumpkin County Library

Adjournment. David Luke made a motion to adjourn. Robin Hall seconded. All in favor. Meeting adjourned at 6:25 p.m.

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***