

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

****Pending Board Approval****

Members present: Kay Campagnoli, Laura LaTourette, Nancy Vollbeer, David Luke, Gil Katzenstein, Robin Hall and Denson Martin

Members absent: Sue Mattison

Also present: Leslie Clark-Director; Tasha Gubernath- Business Manager; Tracey Thomaswick-Lumpkin Library Branch Manager; Elizabeth Stipek, Collection Management Librarian; Julie Julian, Administrative Assistant.

Call to Order and Establish Quorum: Robin Hall called the meeting to order at 5:01 p.m., quorum established.

Approval of Minutes of Quarterly Meeting January 16, 2020: Robin Hall asked for a motion to approve the minutes. Gil Katzenstein moved to accept and David Luke seconded the motion. All in favor. Minutes approved.

Approval of the Agenda: Robin Hall asked for a motion to approve the agenda. Laura LaTourette moved to accept and Kay Campagnoli seconded the motion. All in favor. Agenda approved.

Reports

- **Financial 3rd Quarter FY20:** Tasha asked if there were any questions. No discussion needed. Robin asked for a motion to accept the 3rd Quarter FY20 financial report as presented. David Luke moved to accept. Denson Martin seconded. All in favor. Financials accepted.

New Business

- **Proposed Budget for FY21: Vote:**
Leslie Clark: Tasha has done an excellent job of putting FY21 budget together. Leslie explained this budget was built on current revenue streams. Should there be changes to the budget due to funding, they would be brought to the board so an amended budget could be adopted in July. It was stated this is a new library with no history of building costs. The budget was built on best estimates of expected expenses.

Explanations were made of the document column headings: proposed FY21 budget; current FY20 budget; and the change between the two. Discussions were had as each section of the budget was outlined with specific mention of the square footage document. This document outlines how much of the total building square footage the HQ offices occupies and a portion of the shared spaces such as the break room and staff restrooms. Phone expense will be determined by the # phone lines used by the branch and HQ staff. This is the Indirect Cost Allocation. David asked if the HQ percentage portion is reflected in the budget and yes, it is reflected in the budget. Laura praised Tasha on the excellent job she has done. Very concise working budget. Kudos to Tasha!

Robin Hall asked for a motion to accept the Proposed Budget for FY21. Nancy Vollbeer moved to accept the Proposed Budget for FY21. Gil Katzenstein seconded motion. All in favor. Motion passed.

- **Officer elections** for Lumpkin County Library Board of Trustees-Chair, Vice-Chair and secretary. Nominating committee nominated Robin Hall, Chair; David Luke, Vice-Chair, and Kay Campagnoli, Secretary. Nancy Vollbeer nominated from the floor-David Luke for Chair. Robin asked for a roll call vote between David Luke and Robin Hall; Kay Campagnoli voted for David Luke, Laura LaTourette voted for Robin Hall, Denson Martin voted for David Luke, Gil Katzenstein voted for Robin Hall, David Luke voted for

David Luke, Nancy Vollbeer voted for David Luke. There wasn't a tie so the chair did not have to vote. David Luke elected to serve as Chair for the Lumpkin County Library Board of Trustees with a vote of 4-2. Gil Katzenstein nominated Robin Hall for Vice-Chair. Unanimous vote for Robin Hall to serve as Vice-Chair of the Lumpkin County Library Board. Unanimous vote for Kay Campagnoli to serve as Secretary for the Lumpkin County Library Board.

- **Appointments to the Chestatee Regional Library Board**
 - Need (2) appointments- David Luke and Gil Katzenstein - each are eligible to be reappointed. These are 2 year terms.
 - Robin Hall asked for a motion to reappoint David Luke and Gil Katzenstein to the Chestatee Regional Library Board. Kay Campagnoli moved to accept. Nancy Vollbeer seconded the motion. All in favor. Motion carried.
 - Need (1) appointment to the Chestatee Regional Library Board for a one year term to fill in the remainder of Laura LaTourette's term.
 - David Luke nominated Kay Campagnoli. By unanimous vote, motion passed.
- **Request to assign funds remaining at the close of FY20:**
 - Move \$3,000 to van replacement-
 - David Luke made a motion to accept moving \$3,000 to the vehicles replacement fund. Gil Katzenstein seconded the motion. All in favor. Motion carried.
 - Move \$15,000 from unassigned fund balance at the end of FY20 to materials. This is the same amount moved at the January meeting from the Emergency Fund per Lumpkin County budget request for library materials. The county operates on a calendar year while the library operates on a fiscal year. The materials money moved in January can be used the entire calendar year.
 - Gil Katzenstein made the motion to move \$15,000 to FY21 for materials. Laura LaTourette seconded the motion. All in favor. Motion carried.
 - If unassigned funds remain, move up to \$20,000 to Emergency Fund to replace what was moved in January plus and additional \$5,000 to bring the total to an equivalent to the funds received by the county quarterly, \$105,000. It is recommended that the library has 3 months operating expenses in an Emergency Fund. The necessary Unassigned funds may be available because the library received a technology grant from the GPLS and may have funds remaining from the funds moved in January from the Technology for New library fund.
 - Nancy Vollbeer made a motion to accept moving \$20,000 to Emergency Fund. Denson Martin seconded motion. All in favor. Motion carried.
- **New board members:** Denson Martin and Laura LaTourette are rotating off the Lumpkin County Library Board which leaves 2 vacancies. The BOC has requested we submit two names for each vacancy for consideration. Leslie Clark discussed she received interest from 2 people- Betsy Robb and JuanitaTipton.

Laura LaTourette expressed her gratitude for being allowed to serve on the Lumpkin County Library Board. She has enjoyed serving on the board. Leslie Clark stated a book will be placed in the library with a book plate in honor of each Denson Martin and Laura LaTourette for their service to the Lumpkin County Library by serving on the board. Thank you both for your service.

Public Comments: None

Announcements

- The next regularly scheduled meeting of the Lumpkin County Library Board of Trustees will be Thursday, July 16, 2020 at 5:00 p.m.
- The Chestatee Regional Library System Board is scheduled to meet virtually Monday, April 27, 2020 virtually due to COVID-19 pandemic.

Adjournment Robin Hall asked for a motion to adjourn. Gil Katzenstein motioned to adjourn. David Luke seconded motion. All in favor. Meeting adjourned at 5:57 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.