

**Chestatee Regional Library System  
Board of Trustees  
Quarterly Meeting  
Monday, April 22, 2019 at 5:00 p.m.**

**\*\*PENDING BOARD APPROVAL\*\***

**Members present:** Susan Roof, Don Cargill, Peter Thomas, Duane Wallace, Gil Katzenstein, Laura LaTourette, David Luke, and Denson Martin.

**Also present:** Leslie Clark-Director, Vicki Adkison-Assistant Director, John McConnell-Collection Management Librarian, Anna Lyle-Director of The Forsyth County Public Library System, and Paula Smith-Administrative Assistant, Stacey Leonhardt-Dawson County Library Branch Manager, Tracey Thomaswick-Lumpkin County Library Branch Manager.

Call to Order and Establish Quorum-David Luke called the meeting to order at 5:04pm and established a quorum was present

Approval of Minutes of Quarterly Meeting January 28, 2019-David Luke asked for a motion to approve the minutes. Don Cargill moved to accept. Peter Thomas seconded. All were in favor. Quarterly minutes approved. **NOTE:** David Luke asked for a motion to vote on a change to the Agenda. Public Comments will be moved after Old Business. Peter Thomas made the motion to accept. Don Cargill seconded. All were in favor. Agenda change was approved.

Approval of the Agenda-David Luke asked for a motion to approve Agenda. Peter Thomas made the motion to accept. Don Cargill seconded. All were in favor. Agenda approved.

**New Business:**

- Welcome Anna Lyle, Forsyth County Library Director, Results of Strategic Planning Meeting. (DRAFT attached). Anna Lyle discussed the "Draft" Results from the Strategic Planning Meeting held on March 3<sup>rd</sup>. Leslie Clark will be emailing attendees, and the library hopes to add strategic plans, progress, and implementations to our website. David Luke asked for a motion to approve the Draft Results of the Strategic Plans. Don Cargill moved to accept. Susan Roof seconded. All were in favor. Draft Results were approved.
- Financial 3<sup>rd</sup> Quarter FY19- Vicki Adkison discussed 3<sup>rd</sup> quarter Financials. David Luke asked for a motion to accept. Denson Martin moved to accept the 3<sup>rd</sup> quarter Financials. Don Cargill seconded. All were in favor. 3<sup>rd</sup> quarter Financials approved.

**Old Business:**

- Bank OZK and UCBI update-CDs have been renewed, and names updated to reflect current administrators.
- Ethics Policy-Please review.
- New Lumpkin Library update-Soil testing is currently underway. Expected to open the Library in December.
- LED lighting project for Dawson update-The project is expected to be completed by the last week in April/first week of May.

Public Comment(s) None.

Reports:

- Committees-
  - Personnel-Director's Performance Review
  - Motion to go into closed session- David Luke made the motion to go into Closed, Executive Session to discuss the annual evaluation of the Director of the Chestatee Regional Library System. Duane Wallace moved to accept the motion. Don Cargill seconded. All were in favor. All opposed – none. Closed Session approved. **NOTE:** During Executive session, Chair should rule "out of order" for any discussion other than Director's Annual Evaluation.
  - Open session: David Luke, I will entertain a motion to approve an increase of the Director's salary by 3% effective July 1, 2019 resulting in the following Director's compensation:
    - State-funded salary = \$76,963.35
    - Locally-funded salary = \$3,848.27  
\$80,811.62
    - State-funded benefits = \$33,381.67
    - Total compensation = \$114,193.29

Laura LaTourette moved to approve the increase of 3% effective July 1, 2019 of the Director's salary. Don Cargill seconded. All were in favor. None opposed. Salary increase approved.

Announcements:

- The next meeting of the Chestatee Regional Library System Board of Trustees will be Monday, July 22, 2019, 5:00 p.m., at the Lumpkin County Library.

**NOTE:** David Luke and Leslie Clark wanted to acknowledge and thank Duane Wallace for her service on the CRLS Board, as this was her last term.

**NOTE:** Laura LaTourette wanted to bring up two New Business Items: Bi-Monthly vs. Quarterly Meetings and discussion of forming a Public Relations Committee – tabled to July.

Adjournment – David Luke asked for a motion to adjourn. Susan Roof moved to adjourn. Peter Thomas seconded. All were in favor. Meeting adjourned at 6:30pm.

Respectfully submitted,

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David Luke, Chair  
(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***