Members present: Peter Thomas, Don Cargill, Susan Roof, Kathryn Reagan-Smith, David Jordan

Members absent: Gail Smith, Carroll Turner, Allen Ferg, Tom Harter

Also present: Leslie Clark, Director; Tasha Gubernath, Business Manager; Stacey Leonhardt, Dawson County Library Branch Manager; Elizabeth Stipek, Collection Management Librarian; Julie Julian, Administrative Assistant.

Call to Order and Establish Quorum: Peter Thomas, Chair, called meeting to order at 5:12 p.m. and established a quorum was present.

Approval of Minutes of quarterly meeting January 21, 2020: Peter Thomas, Chair, called for a motion to approve the minutes. Don Cargill moved to accept. Susan Roof seconded. All in favor. Minutes approved.

Approval of the Agenda: Leslie Clark amended the agenda to include the fact the Dawson County Library Board will have a vacancy at the end of the fiscal year. Peter Thomas asked for a motion to approve the Agenda. Don Cargill moved to accept. Susan Roof seconded motion. All in favor. Agenda approved.

Reports

- Financial 3rd Quarter FY20
  Leslie discussed the 3rd quarter financials. Overall, we are right on target with the budget and 3rd quarter financials.

New Business

- Proposed Budget for FY21-Vote
  Tasha has done a great job with the budget especially this is her first year making the library budget. This is the proposed budget that was started back in February and is based on current revenues. If the state revenues change we will make any necessary budget adjustments and bring the new budget before the board to be amended at the July. Impact fees are not reflected in the library materials budget. We send the materials invoices directly to the county.

  This budget adds a new position in anticipation of expanding library hours. We will need to wait to see where we are with the county and state revenues before any changes can be made due to the coronavirus shutdowns. HQ will continue to occupy space at Dawson County-materials processing, storage room and server room. Based the amount of space HQ occupies of the total square footage of the building, HQ will pay 10% of the utilities. This has been determined by using the Indirect Cost Allocation. Please see the HQ Square footage document. Susan Roof asked if the virus would affect the budget. Leslie stated Steve Gooch stated in Town Hall meeting in Forsyth County and he indicated that there might be some significant decreases in the state budget. We want to be prepared but the proposed budget is based on revenues as of this date. Susan Roof made a motion to approve the Proposed Budget for FY21. Kathryn Reagan-Smith seconded. All in favor. Motion carried.

Officer elections for Dawson Board of Trustees- Chair, Vice-Chair and secretary. Current officers are Chair-Peter Thomas, Vice Chair-Don Cargill and Secretary-Susan Roof. All except Susan are eligible to be
reelected. Don Cargill nominated Peter Thomas for Chair of Dawson County Library Board. Susan Roof seconded. All in favor. Motion carried. Susan Roof nominated Don Cargill for Vice-Chair of Dawson County Library Board. Kathryn Reagan-Smith seconded. All in favor. Motion Passed. Don Cargill nominated Kathryn Reagan-Smith as Secretary of the Dawson County Library Board. Susan Roof seconded. All in favor. Motion passed.

- **Need (2) Appointments to the Chestatee Regional Library Board (2 year terms)**-Current appointments- Peter Thomas and Don Cargill - each are eligible to be reappointed. Kathryn Reagan-Smith nominated Peter Thomas and Don Cargill to be reappointed to the Chestatee Regional Library Board. Susan Roof seconded. All in favor. Motion carried.

- **Request to assign funds remaining at the close of FY20: $3,000 to van replacement**;
  If any funds are remaining at the end of the fiscal year, would like to move $3,000 to the van replacement fund. Don Cargill made a motion to move $3,000 to the van replacement fund. Kathryn Reagan-Smith seconded. All in favor. Motion passed.

- **Request to move $5000 from unassigned fund balance at the end of FY20 to library programs if funds remain. Otherwise they just rollover.**
  This money would enhance the program budget for both Satellite and Dawson County Library but would not take away from materials. Don Cargill made motion to move $5,000 from unassigned fund balance to library programs at the end of FY20. Susan Roof seconded. All in favor. Motion passed.

- **Dawson County Library Board Appointee**
  Dawson County Library Board has a vacancy and if you have suggestions, please share them with the rest of the library board.

Public Comments

Announcements

- The next regularly scheduled meeting of the Dawson County Library Board of Trustees will be July 20, 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.

    If you wish to join this Virtual Library Board meeting or any other announced on our webpage, please send an email request to Leslie Clark at lclark@chestateelibrary.

Adjournment: Peter Thomas asked for a motion to adjourn at 5:57 p.m. Kathryn Reagan-Smith moved to adjourn. Don Cargill seconded. All in favor. Motion carried.

Respectfully submitted,

________________________________________

Susan Roof, Secretary
(By Julie 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.*