

**Chestatee Regional Library System
Board of Trustees
Quarterly Meeting
Monday, October 22, 2018 at 5:00 p.m.**

****BOARD APPROVED****

Members present: Susan Roof, Don Cargill, Peter Thomas, Gil Katzenstein, Laura LaTourette, and Denson Martin.

Also present: Leslie Clark– Director, Vicki Adkison – Assistant Director, and Paula Smith– Administrative Assistant.

Members absent: Duane Wallace, and David Luke.

Call to Order and Establish Quorum: Peter Thomas called the meeting to order at 5:25p.m., and established a quorum was present.

Approval of Minutes of quarterly meeting July 23, 2018. Peter Thomas asked for a motion to approve minutes. Gil Katzenstein moved to accept July minutes. Susan Roof seconded. All were in favor. Motion carried.

Reports

- Committees– Laura LaTourette gave us an update on the background check. We received the handbook from Dawson County (117 pages) and we are revising so it conforms to a library setting.

Old Business

- Agreed Upon Procedures – We received good results, and Leslie Clark sent the auditor's final results document for the Board to review or ask questions.
- Background checks-Laura discussed previously under Reports/Committees.
- Rapid Results Planning– Strategic Planning Process Update: Main objective is to have a Strategic Plan for the Library System. Leslie Clark explained the planning process, i.e. retreats, planning meetings and estimated calendar dates/facility meeting location. Are we serving the needs of our community? Leslie Clark will be sending out emails to get volunteers for the committee.
- Fundraising/Annual Giving was discussed, costs to distribute. One idea was to add the Annual Giving letter with the Rapid Result Survey thank you email. Gil Katzenstein suggested online donations. Laura LaTourette brought up the GoFundMe page.

New Business

- Financials 1st Quarter– Vicki Adkison reviewed the income statement, and balance sheet and we are at our expected percentage at the end of the 1st quarter. Peter Thomas asked for a motion to approve. Susan Roof made the motion to accept. Don Cargill seconded. All were in favor. Financials 1st quarter accepted.
- CY19 Budget– Vicki Adkison discussed the budget, line items changed only. Peter Thomas asked for a motion to approve. Don Cargill made the motion to accept. Gil Katzenstein seconded. All were in favor. CY19 budget accepted.

- Leslie Clark asking for the Board to approve an employee increase of 3% beginning January 1, 2019 for all except those paid by state – Leslie Clark, Vicki Adkison, and John McConnell. Denson Martin made the motion to accept. Don Cargill seconded. All were in favor. Motion passed for employees to receive 3% increase. Leslie Clark mentioned Dawson County budget has not been finalized. Vicki Adkison suggested a financial narrative/addendum if the Dawson budget changes, i.e. the go-ahead to add part-time employees at Satellite.
- Vicki Adkison brought up the Directors and Officers Insurance. We need to make sure the board policies are accurate to reflect all members are 'governing' members.
- Ethics/library Board Policy-handout-update? Board members to review Board Policy handouts.
- Closed dates for Fiscal Year and Calendar Year 2019. Leslie Clark mentioned we are going to have Staff Development Day on Monday, October 14th. Peter Thomas asked for a motion to accept.

Public Comments-None

Announcements

- The next regularly scheduled meeting of the ***Chestatee Regional Library System Board of Trustees*** is Monday, January 28, 2019 at 5:00p.m. at the Lumpkin County Library.

Adjournment: Peter Thomas asked for a motion to adjourn. Denson Martin made the motion to adjourn. Don Cargill seconded. All were in favor. Meeting adjourned at 6:15p.m.

Respectfully submitted:



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.