

**Chestatee Regional Library System
Board of Trustees
Quarterly Meeting
Monday, July 23, 2018 at 5:00 p.m.**

****BOARD APPROVED****

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, Stacey Leonhardt-Dawson County Library Branch Manager, Tracey Thomaswick-Lumpkin County Library Branch Manager, and Paula Smith-Administrative Assistant.

Call to Order and Establish Quorum: David Luke called the meeting to order at 5:00pm and established a quorum was present.

Welcome New Board Members: Don Cargill from Dawson County Library Board

Approval of Minutes of quarterly meeting April 23, 2018: Duane Wallace made a motion to accept approval of minutes of quarterly meeting, April 23, 2018. Denson Martin seconded. All were in favor. Minutes approved.

Reports:

- Committees – None at this time.

New Business:

- Financial 4th Quarter– Vicki Adkison glad to report we are ready to close out Fiscal Year. Susan Roof made a motion to accept Financials 4th Quarter. Don Cargill seconded. All were in favor. 4th Quarter Financials accepted.
- FY19 Budget- Gil Katzenstein asked if some of the money will be allocated for salaries. Leslie Clark replied, the plan is to give a salary increase in January, even though Lumpkin is not giving us additional money this year. We have to be competitive and maintain our current staff. Dawson's budget hearing is August 14th. David Luke recognized the importance of staff, as well as volunteers that keep both libraries operating. Don Cargill made a motion to accept FY19 Budget, Peter Thomas seconded. All were in favor. FY19 Budget accepted.
- New Organizational Chart-Leslie Clark mentioned this is just a summary, and will email detailed organizational chart with employee names and minutes to Board. Peter Thomas made a motion to accept New Organizational Chart. Don Cargill seconded. All were in favor.. New Organizational Chart accepted.
- Update Capitalization Policy- Per auditor, we needed to add the explanation line, page 2 noted in red, (see Equipment Inventory and Capital Asset Policy handout) in Depreciating Capital Assets only. Duane Wallace made a motion to accept the Capitalization Policy and Peter Thomas seconded. All were in favor. Update to Capitalization Policy accepted.

Old Business:

- Background checks-Tabled to next meeting.

- Strategic Plan- Leslie Clark mentioned a strategic plan is needed for the system to move forward with a retreat in January. We would like (2 or so) members from both county boards to work on strategic plan. In October, we will be looking for Committee Members.

Public Comments: None.

Announcements:

- The next regularly scheduled meeting of the **Chestatee Regional Library System Board of Trustees** is Monday, October 22, 2018 at 5:00pm at Dawson County
- Trustee Training Aug 21st 4:00-5:30pm, Dawson Library Meeting Room.(Sign in/refreshments 3:45pm)
- AUP-Agreed Upon Procedures- scheduled for Sep 10 & 11
- Library Staff Development Day, Oct 8, 2018, Dawson County Library. Library will be closed this day. Leslie Clark invited all Board Members to attend.

Adjournment:

Don Cargill made a motion to adjourn. Denson Martin seconded. All were in favor. Meeting adjourned at 5:48pm.

Respectfully submitted,



Susan Roof, Secretary
(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.