

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

**\*\* BOARD APPROVED\*\***

Members present: *Ragin Hause, Susan Roof, Peter Thomas, Duane Wallace, Gil Katzenstein, Laura LaTourette, David Luke, Denson Martin*

Also present: *Leslie Clark, Director, guest from The Lumpkin County Board, Nancy Vollbeer, and Administrative Assistant Paula Smith.*

Absent: *Vicki Adkison, Assistant Director, and John McConnell, Collection Management Librarian.*

Call to Order and Establish Quorum – Ragin called the meeting to order at 5:00 p.m. and established a quorum was present.

Approval of Minutes of Quarterly Meeting October 23, 2017. Denson made a motion to accept Approval of Minutes. Peter seconded. All were in favor. Motion carried.

#### Reports

- Financial 1<sup>st</sup> Quarter FY18 – Denson made a motion to accept. David seconded. All were in favor. Motion carried.
- Leslie will be sending (emailing) the Board the final audit results.
- Financial 2<sup>nd</sup> Quarter FY18 – David made a motion to table this vote to next meeting. Ragin seconded. All were in favor. Motion carried. *NOTE: Once the accounting clerical error has been corrected, Board would like to be notified of correction. Vote on in formal meeting in April.*
- Committees – Need 1 more for Personnel Committee; Peter Thomas to fill.
- Back ground check policy – Further discussion needed to determine who the policy will cover. Personnel and Policy Committee to meet and details of this policy need to be addressed, i.e. procedures, and how is this going to be implemented, who is covered, volunteers, current employees? Leslie to bring Personnel and Policy Committee the procedures from Forsyth for the Committee to review. (Summarize: Type of background, applies to volunteers, current employees, part-time, full-time, “who, what, when, and how.”) Ragin recommended an implementation schedule for the committee to consider. David recommended a county attorney review the background check policy before finalizing.
- This is the policy CRLS is recommending: **Background Checks** – *To promote a safe work environment for patrons and staff, criminal background checks will be required of all potential employees. In addition, positions that involve operation of a motor vehicle (either a personal vehicle or library vehicle) in the course of the job will require driving history checks. All employment offers are contingent upon successfully passing the appropriate background checks. (Screening requirements for current employees who apply for different positions are*

*the same as those for external applicants.) No candidate will be authorized to begin employment until the Human Resources Office receives notification that the candidate has successfully passed these screening activities. The Library complies with all requirements of the Fair Credit Reporting Act, which governs use of information contained in consumer reports, and will maintain confidentiality of information.*

#### New Business

- Investment CD's – Discussion to stay with local banks, roll investments into one for each county whether there is a penalty or not. Laura concurred. David suggested investments need to remain in local banks. Susan made a motion to combine the investments into one for each county. David seconded. All were in favor. Motion carried.
- Approval of closed dates for CY18: Duane made a motion to accept Closed Dates for CY18, David seconded. All were in favor. Motion carried.
- Library Legislative Day – Jan 30, 2018 Leslie invited any Board Member to attend.

#### Old Business

Public Comment(s): Nancy (Vollbeer) made a recommendation to look at the budget, and asked if we have enough money currently to cover the costs of background checks. This should also be reviewed in the implementation process.

#### Announcements

- The Chestatee Regional Library System Board meets Monday, April 23, 2018, 5:00 p.m., at Dawson County Library.

Adjournment – David made the motion to adjourn. Laura seconded. All were in favor. Meeting adjourned at 6:04pm.

Respectfully submitted:



Ragin Hause, 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.***