

**Chestatee Regional Library System  
Board of Trustees  
December 12, 2016**

Members present:

CRLS: *Ragin Hause, Dan Bowers, Susan Roof, Laura LaTourette and Leslie Kupkowski*

DC: *Ragin Hause, Susan Roof, Mary Tanner, Leslie Kupkowski and Duane Wallace*

LC: *Nancy Vollbeer, Dan Bowers, Laura LaTourette, David Luke and Rebecca Shirley.*

Members absent:

CRLS: *Gil Katzenstein, Denson Martin and Judy Cahill*

DC: *Lori VanSickle, Tom Harter, Wendi Bock and Judy Cahill*

LC: *Gil Katzenstein, Bonita Jacobs and Denson Martin*

Also present: *Leslie Clark (Director), Vicki Adkison (Assistant Director) and Stacey Leonhardt (Dawsow County Branch Manager).*

Ragin Hause called the meeting to order at 5:00pm and established a quorum was present for CRLS as the governing board.

Leslie Clark welcomed everyone to the combined DC, LC, CRLS called Board meeting. Leslie welcomed our new members for LC Board Rebecca Shirley and David Luke and for DC Board Mary.

Leslie Clark discussed LC Budget. LC Commissioners budgeted the LC library \$35,900 more than last year for a total of \$400,000.00. With the increased dollars we are requesting:

- an additional part-time staff member to help Tracey Thomaswick.
- We are requesting a change in the personnel policy regarding annual leave; changing “*Employees in regularly scheduled positions who work over 17.5 hours per week, but less than 40 hours per week, will receive annual leave on a prorated basis: 1 hour for each 17 hours worked for employees of less than 5 years; 1 hour for each 14 hours worked for the next five years; and 1 hour for each 12 hours worked for employees after completion of 10 years of service*” to “*Part time (20-39 hours a week employees) with less than five years of service earn annual leave at the rate of 5 hours per month; 6 hours per month for the next 5 years of service; and 7 hours after the completion of ten years of service*”. In essence stating employees working more than 20 hours will receive annual leave.
- We are requesting to increase the part-time positions at LC library to 19 hours per week from 17 hours per week. If the personnel policy change is approved and the hours are still less than 20 hours per week we will not have to pay for benefits for the increase of part-time hours.

As a side note, LC materials for the first half of the fiscal year was at 8.9%, the second half of the fiscal year will be approximately 12.1%. This is important as the State has a minimum requirement of 10%. The

money received from the county will also go to fund the employer portion of TRS which will be increasing July 1, 2017 from 14.27% to 16.81%.

Leslie Clark discussed the DC Budget. DC Commissioners budgeted the DC library a little more than \$11,000 more than last year for a total of \$378,280.00. Reminder, last year DC Commissioners gave us no increase at all except for \$6500 they allotted for the renovation of the satellite. The CRLS Board last year voted to take money out of the DC library fund balance to give the DC library employees a raise. We have to carry last year's raise forward this year with no funding which is about \$6000.00. So already out of the \$11,000.00 we are carrying the \$6,000.00 from last year. Another issue - we had an air conditioning unit go out in the branch in July and before the county fixed the unit it increased our utilities and we spent all of our 6 month electricity budget in the first quarter.

There was some discussion as to whether the money committed by the County Commissioners was for the Library System or for the Counties. It was understood the monies coming from LC Commissioners was for LC Library and monies coming from DC Commissioners was for DC Library. Monies from GPLS was for salaries/benefits of three of the Headquarters staff.

Leslie Clark discussed asking for some fund balance back that rolled last July (due to loss of staff and purchasing coming to a standstill for a short period of time) for purchase of additional books and materials.

Vote from CRLS Board on the CY17 Budget that has been presented. Susan Roof made a motion to accept the CY17 Budget as presented. Leslie Kupkowski seconded. All were in favor. Ragin Hause noted the motion as approved.

Leslie Clark requested a vote on the personnel policy with regard to annual leave which was previously discussed. Ragin Hause requested a motion. Dan Bowers made a motion to accept personnel policy change as presented. Susan Roof seconded and all were in favor.

Ragin Hause requested a motion to adjourn. Leslie Kupkowski made a motion to adjourn. Laura LaTourette seconded all were in favor. Meeting adjourned at 5:40pm.

Respectfully submitted,

Leslie Kupkowski  
(By Vicki Adkison)