Dawson County Library
Board of Trustees
Called Board Meeting
Monday, July 17, 2017 at 5:00 p.m.

**BOARD APPROVED**

Members present: Lori VanSickle, Wendi Bock, Duane Wallace, Susan Roof, Ragin Hause, Peter Thomas and Allen Ferg

Members absent: Tom Harter, Mary Tanner

Also present: Director Leslie Clark, Assistant Director Vicki Adkison, Branch Manager Stacey Leonhardt, and Collection Management Librarian John McConnell, and Administrative Assistant Paula Smith

Wendi called the meeting to order at 5:02pm and established a quorum was present.

Welcome New Board Members and Introductions: Allen Ferg, and Peter Thomas

Approval of Minutes of quarterly meeting April 17, 2017 Ragin made a motion to approve. Susan seconded. All were in favor. Motion carried.

Reports
- Director’s Report – Leslie asked Stacey to give us highlights of library. Blood Drive is Tuesday, July 25th. Summer Reading Programs, Dawson County Humane Adoptions in junction with Wednesday’s performance have been very successful this year and added programs at the Satellite had an outstanding turnout with the Snakes Alive Program and Smithgall Woods.
- John M. discussed his quarterly report of activities and most notable - 2,673 new items were added to the CRLS collection, 913 more than last quarter.
- Leslie: Installation of new server for extra level of security separating staff from patrons.
- Financial 4th Quarter– Vicki discussed closing end of year and financials will be voted on later when the actual report is completed. Leslie and Vicki attended/completed Government Financial Accounting Training. Leslie attended Evergreen Conference in Kentucky, the next upgrade is in September. Leslie will be attending GA Academy for Economic Development (4 day) County Training.

New Business
- Presented budget requests to Board of Commissioners – Leslie discussed the brief presentation on July 5th, and that we are asking for $50,023. Leslie to send the power point presentation to all board members.
- Change Veterans Day on Holiday List – Ragin made a motion to change the date, and close the library on Saturday, November 11th. Lori seconded. All were in favor. Motion carried.
- New Organizational Chart – Includes new custodians, PT Collections Assistant, PT Circulation Assistant, and future FT IT Systems Technology Specialist. Susan made a motion to accept the organizational chart. Ragin seconded. All were in favor. Motion carried.
- TRS-Teacher’s Retirement of GA Employer portion increase. Leslie discussed the increases this year as well as FY18.
- Background Checks. How should we implement (i.e. outside agency?) Should we have background checks on current employees or just new hires? What are the costs? Would like to have this in place by January 1st.
- CRLS Board Appointments (Susan and Ragin) need 2 seats – Allen nominated Peter. Lori seconded. All were in favor. Motion carried. Ragin nominated Duane. Susan seconded and all were in favor. Motion carried.
- Change dates of Tom Harter’s appointment to Dawson Board to match Constitution.
- Committee Appointments-Vote Pending
Old Business
- Dawson Constitution edits – *Filling a vacant term that is less than 2 years is not considered a full term.* Susan made a motion to accept the changes. Ragin seconded. Motion carried.
- Blackbaud FE System accounting program will not change for now.
- E-rate has been filed; going to ask for reimbursement for this past year.
- Custodian position filled as of July 17, 2017.
- Email addresses for Board Members (first initial, last name@chestateelibrary.org)
- Satellite Stats, DN Stats, and anecdotes- Leslie to email anecdotes page to Board Members.

Announcements
- The next regularly scheduled meeting of the Dawson County Library Board of Trustees is Monday, October 16, 2017.
- The Chestatee Regional Library System Board’s meeting for this Quarter is Monday, July 24, 2017, 5:00 p.m., at Lumpkin County Library. They meet again on Monday, October 23, 2017 in the Dawson County Library.
- Nomination of Chair: Susan nominated Wendi, Lori seconded. All were in favor. Susan nominated Lori for Vice Chair. Wendi seconded. All were in favor. Motion carried.

Adjournment
Wendi requested motion to adjourn @5:56pm. Susan made the motion to adjourn. Ragin seconded. All in favor. All were adjourned.

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*