Dawson County Library  
Board of Trustees  
Quarterly Meeting  
Monday, October 15, 2018 at 5:00 p.m.  

**BOARD APPROVED**

Members present: Tom Harter, Wendi Bock, Susan Roof, Allen Ferg, and Duane Wallace.

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

Absent: Gail Smith, Don Cargill, Kathryn Reagan-Smith, Peter Thomas, Stacey Leonhardt, Dawson County Library Branch Manager, and John McConnell, Collection Management Librarian.

Call to Order and Establish Quorum, Wendi Bock called the meeting to order at 5:04, quorum was not established until 5:10pm.

Approval of Minutes of quarterly meeting July 16, 2018 – Wendi Bock asked for motion to accept minutes. Susan Roof moved to accept minutes of quarterly meeting, July 16, 2018. Duane seconded. All were in favor. Motion carried.

Reports:

- Branch Manager’s Report – Highlight was STEM day of over 250 visitors.
- Collection Manager’s Report – 2028 new items added to the collection, John McConnell attended the Director’s meeting in September. He also assisted the Mountain Regional Library with cataloging and new shipment of items. Plans to attend the PINES Mini-Conference in Athens, Oct 22nd and 23rd.
- Director’s Report: Better security cameras needed at Dawson discussed. Energy Harness (LED) lighting proposal discussed with board regarding the potential savings, and this will be presented to Dawson Board of Commissioners on October 25th. Leslie Clark will send board members the Energy Harness. New library construction will begin in March. Staff Development Day went well with many local vendors donating breakfast and lunch items. Allen Ferg requested that Leslie Clark share with the Board the library legal cases from the Director’s meetings.
- Committees – Currently working through the implementation of background checks. What will be the process if you receive a ‘hit’ on the results of the background check?

Old Business:

- Agreed Upon Procedures – We received good results.
- Background checks – The implementation process is still in discussion.
- Rapid Results Planning-Strategic Planning Process Update: Handout attached as well as sample survey that we would give to patrons.

New Business:

- Financial 1st Quarter– Vicki Adkison discussed balance sheet, income statement; and financial narrative. We are at 75% as expected. Wendi Bock asked for a motion. Tom Harter moved to accept the 1st quarter Financials. Susan Roof seconded. All were in favor. 1st quarter Financials accepted.
- Continuation Budget-Calendar year 2019
  - BOG recommendations for library budget. Requested $52,000 receiving $10,000 as of right now. Final budget has not been approved.
  - Employee increase – Considering a 3% increase for employees in January (except for those paid by State, Vicki Adkison, Leslie Clark and John McConnell). Leslie Clark asked for a vote as she would like to make this effective January 1, 2019. Allen Ferg moved to accept the 3% increase. Susan Roof seconded. All were in favor. Motion carried.
- Library Trustee Training
  - Ethics Policy/Board Policies-updates needed: Leslie Clark asked for the Board to review our current policies.
- Directors and Officers Insurance – This insurance needs to be revisited, i.e. who it covers? Advisory or Governing or both? Further discussions needed with our agent at State Farm.
- Closed dates for Fiscal Year and Calendar Year 2019 – Wendi Bock asked for motion to accept. Allen Ferg moved to accept Closed dates for Fiscal Year and Calendar Year 2019. Susan Roof seconded, All were in favor. Closed dates accepted.

Public Comments: None.

Announcements:
- The next regularly scheduled meeting of the Dawson County Library Board of Trustees is Tuesday, January 22, 2019 at 5:00 p.m.
- The Chestatee Regional Library System Board meets Monday, October 22, 2018 at the Dawson County Library at 5:00 p.m.

Adjournment: Wendi Bock adjourned the meeting at 6:12pm.

Respectfully submitted:

[Signature]

Susan Roof, Secretary
(By Paula Smith)

Note: 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.