Dawson County Library
Board of Trustees
Quarterly Meeting
Tuesday, Jan 16, 2018 at 5:00 p.m.

**BOARD APPROVED**

Members present: Tom Harter, Wendi Bock, Ragin Hause, Peter Thomas, Allen Ferg, and Duane Wallace.

Members absent: Lori VanSickle, Susan Roof.

Also present: Leslie Clark, Director, Dawson County Library Branch Manager, Stacey Leonhardt, and Administrative Assistant Paula Smith.

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

Call to Order and Establish Quorum – Wendi called the meeting to order at 4:59 p.m. and established a quorum was present.

Approval of Minutes of Quarterly Meeting October 16, 2017. Ragin moved to accept Approval of Minutes. Peter seconded. All were in favor. Motion carried.

Reports
- Director’s Report: Leslie mentioned our busy quarter with the following highlights; new Gmail, Director’s meetings, we need to have Board Orientation, Implementation of Personnel Policies i.e. Background check policy, e-rate, and we need to update our Financial Policies. Note Dawson Library at a Glance spreadsheet. Changes coming up in April will be the Organizational Chart.
- Branch Manager’s Report: Stacey praised newly promoted Youth Services Specialist, Leah Weber who took Tracey Walker’s place. She has started a “Teen Advisory Board”, which will allow for input on recommendation of teen programs. Highlights coming up in March a “Great Gatsby” program with storyteller. Stacey also commended Katie our Information Specialist for the adult programs, and posters. Tai Chi has been a successful program each Monday.
- Collection Manager’s Report: Leslie discussed some of John’s major projects including upgrade to Pines web-based program, and training of staff on the new upgrade.
- Financial 1st Quarter FY18 - Duane made a motion to accept. Allen seconded. All were in favor. Motion carried.
- Financial 2nd Quarter FY18 - Ragin made a motion to accept. Duane seconded. All were in favor. Motion carried.
- Committees-Policy. 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. Leslie mentioned that this is just the first step in deciding a background check policy. Policy and Personnel Committees to meet to review recommended policy by CRLS before April, and where it should fit in personnel policies. Additionally an implementation date needs to be proposed. Allen moved to accept. Peter seconded.

New Business
- Back Ground check policy - Leslie asked for comments about the recommended policy. Peter asked if this is just a vote to move forward, and we will be able to make edits/additions in personnel/policy committee meetings. Leslie confirmed. Allen made a motion to accept. Peter seconded. All were in favor. Motion carried.
- Change term dates of Tom Harter’s Board term to end June 30, 2022. Currently it is May 31, 2021 - Allen made a motion to accept. Ragin seconded. All were in favor. Motion carried.
- Library board vacancy – With the resignation of Mary Tanner, we now have a vacancy. A name has been submitted to the Board of Commissioners and should be on their work session agenda the 25th of January.
- Change Satellite hours: Discussion of different days/hours for the Satellite branch due to lack of funding and staff. We suggest opening days of Mondays from 9-1 and Thursdays 1-5, 8 hours total and two days a week. Closed Wednesdays. These new hours will begin the week of February 5, 2018. Duane made a motion to accept changing Satellite days/hours. Ragin seconded. All were in favor. Motion carried.
- Rapid Results Planning - CRLS Strategic Plan tentatively on the schedule for the fall, no set dates yet. This process will provide our system with a strategic plan, as well as bring the community together. Anna from Forsyth, and Beth from Piedmont will lead us in this workshop/training.
- Bank of Ozarks Signatures for Dawson Library Foundation: Leslie explained that we have outdated signers on this account. We need a vote from the board which allows Wendi (Bock) and Leslie (Clark) to be signers on this account before it goes dormant, and to take the people off who are no longer employed here. Peter made the motion to accept. Ragin seconded. All were in favor. Motion carried.

Old Business
- Closed dates for the remaining calendar year 2018 to include staff development day of Monday, October 8th. Need staff orientation training as well as update everyone on current policies. (Mandatory for full-time, and as many part-time as possible.) Ragin made the motion to implement closed dates as presented. Peter seconded. All were in favor. Motion carried.
- Background checks procedures implementation date. Now that we have a policy, where does it go in the policies? Committees to meet before next board meeting in April to make changes, and decide implementation date.

Public Comment(s):
Announcements
- The next regularly scheduled meeting of the Dawson County Library Board of Trustees is Monday, April 16, 2018 at 5:00 p.m.
- The Chestatee Regional Library System Board meets Monday, Jan 22, 2018, 5:00 p.m., at Lumpkin County Library.

Adjournment – Ragin made the motion to adjourn. Allen seconded. All were in favor. Meeting adjourned at 5:57pm.

Respectfully submitted:

[Signature]

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._