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

**BOARD APPROVED**

**Members present:** Tom Harter, Wendi Bock, Ragin Hause, Don Cargill, Peter Thomas, Allen Ferg, Duane Wallace  
**Members absent:** Lori VanSickle, Susan Roof  
**Also present:** Leslie Clark, Director, Vicki Adkison, Assistant Director, John McConnell, Collection Management Librarian, and Paula Smith, Administrative Assistant.

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

B. Welcome New Board Member, Don Cargill and Board Introductions.

C. Approval of Minutes of quarterly meeting January 16, 2018 – Ragin Hause made the motion to approve the minutes of quarterly meeting January 16, 2018, and Peter Thomas seconded. All were in favor. Minutes approved.

D. Approval of the Agenda – Leslie Clark stated that 2nd Qtr financials were voted on at the Jan meeting. They were removed from the agenda. Ragin Hause made the motion to approve the amended Agenda. Allen Ferg seconded. All were in favor. Agenda approved.

E. Reports
   - Director's Report – Leslie discussed staff receiving a 3% increase effective April 1, 2018, Full Board Training in August, and Staff Training Day in October. Interviews have begun for Circulation Specialist to replace Jackie George who is retiring at the end of May, 2018. New employees: Daniel Bell, Information Specialist at Dawson and Miranda Anthony, Circulation Specialist at Lumpkin.
   - Branch Manager's Report – Highlights: Many staff changes, Satellite hours are two days a week from three. Hours are Mon 9-1 and Thursday, 1-5pm. Training new staff and gearing up for Summer Reading Program.
   - Collection Manager's Report – John McConnell. Once again purchased more materials this quarter than last. My biggest focus was supervising the Evergreen ILS update to the Webclient. This was a huge undertaking to make sure all staff were trained and ready for the change that took place over the Martin Luther King, Jr. Holiday Weekend. The transition was smooth with only a few hiccups in the days following. Purchased and processed books for Dawson County Woman's Club to honor outgoing Presidents. Selected and processed 81 Launchpads. Selecting and processing numerous materials.

F. New Business
   - Financials-
      - 3rd Quarter FY18 – Vicki Adkison.
      Due to an upgrade in our financial accounting software BlackBaud which caused numerous issues including adding line items and altering existing line items, the 3rd quarter financials are not complete.
      - Move to assigned fund balance at the end of FY18: Ragin Hause made a motion to give Leslie Clark the authority to move up to $3,000 into the assigned fund balance line for van replacement and $2,000 to go into assigned fund balance line item of facility equipment replacement. Peter Thomas seconded. All were in favor. Motion carried.
Meeting with Dawson County Manager, Attorney and Facilities. Wendi Bock and Ragin Hause discussed meeting results. Since the meeting the County came out painted parking lot lines, fixed several security lights, and took care of the grounds.

Action needed to send letter to board member who has missed three meetings.

Dawson County Library Board Officers – Don Cargill volunteered to serve on the Regional Board. Wendi Bock made a motion to accept and appoint Don Cargill for Regional Board to start at the July meeting; Allen seconded. All were in favor. Motion carried.

To serve as Chair for Dawson: Allen Ferg nominated Wendi Bock, Duane Wallace seconded. All were in favor. Motion carried.

To serve as Vice Chair for Dawson: Allen Ferg nominated Tom Harter, Don Cargill seconded. All were in favor. Motion carried.

To serve as Secretary: Ragin nominated Susan Roof. Allen Ferg seconded. All were in favor. Motion carried.

Committees – Add new members. Tabled to next meeting. Note: Peter Thomas volunteered for Dawson Finance Committee.

G. Old Business

- Background check implementation procedures – CRLS Personnel and Policy Committees met to put together the implementation procedures, report/outline will be reviewed at CRLS Board Meeting. Details will be given at the next Dawson County Library Board of Trustees meeting in July. Tentative implementation date is set for September.

H. Public Comment(s) None.

Announcements

- The Dawson County Library Board meets Monday, July 16, 2018, 5:00 p.m., at Dawson County Library.
- The Chestatee Regional Library Board meets Monday, April 23, 2018, 5:00 p.m. at Dawson County Library.

Adjournment

Wendi Bock requested a motion to adjourn the meeting @6:15pm. Peter Thomas made a motion to adjourn. Ragin seconded. All were in favor. Meeting 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 on any agenda item with one spokesman per group 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.