

**Chestatee Regional Library System  
Board of Trustees  
Quarterly Meeting  
Monday, July 22, 2019 at 5:00 p.m.**

**\*\*Board Approved\*\***

**Members present:** Susan Roof, Don Cargill, Peter Thomas, Gil Katzenstein, Laura LaTourette, David Luke, Gail Smith, and Robin Hall.

**Also present:** Leslie Clark-Director, Tasha Gubernath- Business Manager, John McConnell-Collection Management Librarian, and Tracey Thomaswick-Lumpkin County Library Branch Manager.

Call to Order and Establish Quorum-David Luke called the meeting to order at 5:03 p.m. and established a quorum was present

Approval of Minutes of Quarterly Meeting April 22, 2019-David Luke asked for a motion to approve the minutes. Don Cargill moved to accept. Susan Roof seconded. All were in favor. Quarterly minutes approved.

Approval of Minutes of the called meeting on June 20<sup>th</sup> 2019- David Luke asked for a motion to approve the minutes. Peter Thomas moved to accept. Don Cargill seconded. All were in favor. Called meeting minutes were approved.

Approval of the Agenda-David Luke asked for a motion to approve Agenda. Peter Thomas made the motion to accept. Don Cargill seconded. All were in favor. Agenda approved.

**Financials:**

- Financials 4th Quarter – Leslie Clark went over the 4<sup>th</sup> Quarter Balance Sheet and Income statement. Leslie stated that these were not the year end final reports, there are still a few journal entries to put in place before we can close the books. We had stopped all purchasing in May this year to help streamline the timing of the final reports. The reports should be completed in Mid-August. The FY2019 budget was pretty much right on point with the revenues, we did overspend in materials. There was a difference in a tax liability as well as workmen's comp insurance costs that went up as well. Leslie stated that the extra money that was gained prior had been re-allocated to the material line items specifically to meet the patrons' requests. David Luke asked for a motion to approve. Don Cargill moved to accept. Laura LaTourette seconded. All were in favor of accepting the financials as presented. Motion carried.
- FY20 Budget (voted on at called meeting) – Leslie explained that she had presented the new budget to both Dawson County Library and the Lumpkin County Library. She stated that there would be needed changes that we had been putting funds aside for. Computers needed replacing, she explained the 400 funds were specifically designated for the building of the new library. The 310 funds were specific to the state grant for headquarters and specific positions. The 315 funds were expected to go up just a little bit and they were based on state capita and MRR Grant.

**New Business:**

- Welcome Gail Smith, and Robin Hall to the Chestatee Regional Library System Board of Trustees. Headquarters has hired Julie Julian to fill the vacant position of Administrative Assistant II. There is a difference in this position at this time. This position will also be the backup for payroll.
- Library Closed Dates for FY20 – Leslie has asked the board to vote to close the library on an additional day Saturday July 5<sup>th</sup> 2020 due to how the holiday falls within the week. This would work best for the library staff which already has issues with trying to make up hours of a holiday for those

who are on a part time status. This would also have the least effect on our patrons' needs as well. The second day she asked to be closed would be October 14<sup>th</sup> which is scheduled to be staff development day where it is crucial to have all staff there for the training and new updates to the system. David Luke asked specifically about closing on December 31<sup>st</sup> as well, to go along with other county offices. Laura LaTourette asked why can't we just make it a standing order that those days be closed going forward and not just for the years 2019 and 2020. David Luke asked for a motion to approve to close the library on October 14<sup>th</sup> 2019 and July 5<sup>th</sup> 2020 as well as December 31<sup>st</sup> hence forth. Don Cargill moved to accept. Laura LaTourette seconded the motion. There was a no further discussion all were in favor. The days off were approved.

- Allow Banks to communicate with Business Manager Tasha Gubernath – David Luke brought a motion to the board with specific wording for the board to vote on which states: I will accept a motion to allow Tasha Gubernath (Business Manager who replaced Vicki Adkison) to be given the authority in obtaining financial statements, etc. from United Community Bank and Bank of the Ozarks for Chestatee Regional Library System; including, but not limited to, for Dawson County Library, Dawson County Satellite and Lumpkin County Library along with any other financial institution while employed by CRLS as needed. Susan Roof moved to accept the motion. Gil Katzenstein seconded the motion. All were in favor. The motion for communication was accepted.
- Memory Lane and Dawson County – Peter Thomas presented the board with the information that there will be a few changes to the street out front where the city has maintained the road. New road construction will be occurring. This will not affect the library or parking areas. There is old legal paperwork that had to be presented to the Library out of a legal obligation to make the library aware of what will be coming up with the road work. There is absolutely nothing that the library needs to do going forward, this is simply for informational purposes only.
- CRLS Organizational Chart - Leslie stated that CRLS Library System Board of Trustees needed to vote on a change on the organizational chart. Leslie explained that although there has been a change in staffing Vicki is still helping part time. Two changes in the Organization chart were needed the first is that the assistant directors' position had been changed to a business manager with one direct report under the business manager. The rest of the admin staff will need to report to the director for now. The second change is that the satellite employee is an employee within their own branch. Satellite is in Dawson County and so the satellite should report directly to the Dawson County Library manager. David Luke called for a motion to accept the organizational chart changes. Don Cargill moved to accept the motion. Peter Thomas seconded. All were in favor. The new organizational chart was approved.

#### Old Business:

- New Library progress - The new library in Lumpkin now has framing up. There will be a meeting on July 23<sup>rd</sup> to find out where we are with the timing and staff moving. Right now the target is mid-January for completion. The administration team will all be moving to the new library with the exception on John who will be staying at the Dawson library.

#### Reports:

- Committees –The Personnel Committee of the CRLS Board (Laura LaTourette-chair, Gil Katzenstein, and Peter Thomas) have been working diligently to overhaul the CRLS Personnel Policy Manual. They are ready to present the rough draft to you for review. We are working on a specific timeline to have this in place before Staff Development Day. The time line will come out within the next few days.
- The Executive Committee of the CRLS Board will meet on Monday Aug 26, 2019 to approve the new policy manual. The Board approved final version of the CRLS Personnel Policy manual will be uploaded to the library website and emailed to all board members and staff on August 27<sup>th</sup>. Laura LaTourette announced that board development is looking for new board members and she would like to be on the Board of Development.

Public Comment(s) None.

Announcements:

- The next meeting of the Chestatee Regional Library System Board of Trustees will be Monday, October 28, 2019, 5:00 p.m., at the Dawson County Library.

Adjournment – David Luke asked for a motion to adjourn. Don Cargill moved to adjourn. Gil Katzenstein seconded. All were in favor. Meeting adjourned at 6:10 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "David P. Luke". The signature is written in a cursive style and is positioned above a horizontal line.

David Luke, Chair  
(By Tasha Gubernath)

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***