
Members absent: None

Also present: Leslie Clark – Director, Tasha Gubernath – Business Manager, John McConnell – Collection Management Librarian, Stacey Leonhardt – Dawson County Library Branch Manager

Call to Order and Establish Quorum: Peter Thomas-Chair called the meeting to order at 5:02pm and established a quorum was present.

Approval of Minutes of quarterly meeting April 15, 2019: Peter Thomas asked for a motion to approve the minutes. Susan Roof moved to accept. Katheryn Regan-Smith seconded. All were in favor. Minutes approved.

Approval of the Agenda: Peter Thomas asked for a motion to approve the Agenda. Allen Ferg moved to accept. Gail Smith seconded. All were in favor. Minutes approved.

Reports:
- Branch Manager’s Report: (see attached report). This quarter the library has had a lot of staffing and position changes within the library. The information specialist left at the end of June. Ashlyn has moved into Daniel’s position while Babett has moved to the Satellite Library Annex. We just hired a circulation assistant, Nora St. Laurent, welcome Nora. The branch has also hired a new custodian, Barbara James, welcome Barbara. The summer reading kickoff has been kept the library busy. Preparation for each week’s events has been the focus on bringing patrons to the different events.
- Collection Manager’s Report: (see attached report, included with Director’s report). Cataloging has been the main focus this last quarter. John has created new reports based on circulation. This will create a better match for what types of books patrons are asking for going forward. This plan is part of the new strategic plan.
- Director’s Report: Leslie Clark hit the highlights, of note: Tasha Gubernath has been hired to be the business manager. Vicki will still be coming in for a few months on Fridays until Tasha is up to speed. Paula has since resigned and we are currently interviewing to fill her position. Both branches have started doing evening programs to better serve patron requests. This too is part of the Strategic Plan that has been put into place. Going forward preparations are being made to present budget requests to the Dawson County Commissioners.
- Committees – No updates at this time. One note: There is an Executive Committee which consists of Chair, Vice-Chair and Secretary, and they can meet between Board Meetings

Old Business:
- None

New Business:
- Financials – 4th Quarter FY19 – Leslie discussed the financials with the addition of two reports; income statement by month, and income statement by budget line item. 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 and expenditures. The only difference was the workman’s compensation insurance had gone up along with a tax liability. Peter Thomas asked for a motion to approve the financials as presented. Don Cargill moved to accept. Gail Smith seconded. All were in favor. Financials approved.

- The FY20 Budget - Leslie announced that the budget had been presented at a called meeting on June 20th and approved by the Chestatee Regional Board Committee. The budget was presented to the board with no real big changes from last year’s budget. The only difference will be working with the LEAD Team (admin staff plus branch managers) to be intentional in directing resources to meet the goals set in the Strategic Plan adopted in April.

- Dawson County Board members Status – Leslie announced that Dr. Carroll Turner was appointed at the Dawson County Board of Commissioners workshop earlier this month. His appointment is expected to be official at tomorrow’s BOC meeting. He will be filling the seat vacated by Duane Wallace. Pastor David Jordan will be taking Wendi Bock’s position on the board as well. He is on the BOC agenda at the end of July with expected confirmation the beginning of August. There should be a full board by the next meeting scheduled in October.

- Library closed dates FY20 – Leslie has asked the board to vote to close the library on an additional day Saturday July 5th 2020 due to how the holiday falls within the week. This would work best for the library staff already have issues with trying to make up hours of the 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 14th 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. Peter Thomas asked for a motion to approve the FY20 Library Closed dates with the additions October 12th and July 5th 2020. Don Cargill moved to accept. Susan Roof seconded. All were in favor. FY20 Closed dates were approved.

- Impact of assistant director resignation – Leslie stated that although there has been a change in staffing Vicki is still helping part time. Two changes in the Organization chart were announced the first is the elimination of the Assistant Director’s position. The admin staff that used to report to the Assistant director will now report to the director. The second change is that the Satellite employee(s) will report to the Dawson County library manager. They always did but the Org Chart showed differently.

- Courier vehicle presentation: (see attached report). Leslie introduced Michael’s research on 3 separate alternatives to purchase a new courier vehicle through the state contract pricing. This is the next step since the Honda is no longer safe to drive. The specifics from the report were pointed out to show the differences within the 3 vehicles. Leslie stated that they would not be moving forward until they had the opportunity to actually test drive the 3 vehicles first to make sure there are no blind spots or issues. There would be more information once that next step had been accomplished.

- Strategic plan-progress update – Leslie let the board know that the strategic plan is on the library website. Updates will be added under each goal to show the progress made.

- LED lighting project is complete.

- New Library progress-admin moving – The new library in Lumpkin now has framing up. There will be a meeting on July 23rd 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.

- 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.
Public Comments: None

Announcements:
- The next regularly scheduled meeting of the Dawson County Library Board of Trustees is October 21, 2019 at 5:00 p.m.
- The Chestatee Regional Library System Board meets Monday, July 22, 2019 at the Lumpkin County Library at 5:00 p.m.

Adjournment: Peter Thomas asked for a motion to adjourn. Don Cargill moved to adjourn. Susan Roof seconded. All were in favor. Meeting adjourned at 6:05pm.

Respectfully submitted,

[Signature]

Susan Roof, Secretary
(By Tasha Gubernath)

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.