

**Lumpkin County Library
Board of Trustees
Quarterly Meeting Minutes
Thursday, July 18, 2019 at 5:00 p.m.**

****Board Approved****

Members present: Gil Katzenstein, Robin Hall, David Luke, Denson Martin, Laura LaTourette, Kaye Campagnoli and Nancy Vollbeer

Members absent: Sue Mattison

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

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

Approval of Minutes of quarterly meeting April 18, 2019 – Robin Hall asked for a motion to approve the minutes. Gil Katzenstein moved to accept and David Luke seconded. All were in favor. Minutes approved.

Approval of the Agenda – Robin Hall asked for a motion to approve the agenda. Nancy Vollbeer moved to accept and David Luke seconded. All were in favor. Agenda approved.

Reports

- Branch Manager's Report – Tracey Thomaswick mentioned a few highlights, the summer reading program growth that the branch has seen. She also distributed a page containing Summer Reading Program stats. The library is doing very well this year. She spoke of the new Saturday and evening programs being offered as well as Sensory story time. She also wanted to thank the board for all of the support and appreciation that they have shown the staff.
- Director's Report – Leslie Clark incorporated the Collection report with the Director's report which covered all of Headquarters. Leslie Clark hit the highlights, of note: Tasha Gubernath has been hired to be the business manager. Vicki will still be coming in on Fridays until Tasha is up to speed. Paula has since resigned and we have just hired Julie Julian to fill the Administrative Assistant II position that has a few modifications. Going forward this position will be the backup for payroll. Both branches had a Saturday and an evening Summer Reading Program which patrons asked for at the Strategic Planning Retreat held in March.
- Leslie pointed out John McConnell has focused on cataloging this last quarter. John has also created new reports based on circulation. This will create a better match for what types of books to purchase for patrons. This is in response to the new strategic plan adopted in April.
- Committees – nothing to report.

Old Business

- Background checks-Ongoing, The Personnel Committee will report on their progress on over hauling staff personnel manual which contains the Background check policy.
- Strategic Planning Process – Leslie had stated that there is now a strategic plan in place. A direct result of this plan has already been incorporated to include Saturday, evening and sensory Storytime programs. These are all specific requests made through patron surveys and the Strategic Planning Retreat.
- New Library construction Status – Leslie Clark informed the members that new library now has framing up. Construction status was at 9.8% according the meeting attended in the middle of June. There is another meeting scheduled for July 23 and a new update will be given then. Right now the target is mid-January for completion. As a reminder, the administration team will all be moving to the new library with the exception on John who will be staying at the Dawson library.

- NLTF New Library Task Force status - Robin Hall discussed having only a few spaces left for naming, including meeting room and circulation desk. Most of the small ticket rooms have been taken, for the most part the NLTF has run its course and it has been very successful.

New Business

- Financials 4th Quarter – Leslie Clark went over the 4th 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, however the extra money that was gained prior was allocated to the materials line items specifically to meet the patrons requests. Robin Hall asked for a motion to approve. David Luke moved to accept. Nancy Vollbeer seconded. All were in favor of accepting the financials as presented. Motion carried.
- The FY20 Budget - Leslie announced that the budget had been presented at a called meeting on June 20th and approved by the Chestatee Regional Library Board. 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 (HQ staff plus branch managers) to tailor library programs and resources to meet the goals set forth in the strategic plan.
- Budget requests to Board of Commissioners – Leslie Clark stated that she had been working with the board of commissioners regarding funding requests library when it is in the new building. It is unsure at this time what costs will change as far as electric bills, water bills, paper goods consumption etc. She has stated that the commissioners said that she can make requests at a regular meeting if the budget does not meet the new costs. Leslie did say that the public would like to see the library open later in the evening and longer on weekends which would require more staff thus additional funds.
- 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 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 report to the director for now. The second change is that the satellite employee will now report to the Dawson County library manager.
- 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 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 12th 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. Robin Hall asked for a motion to approve to close the library on October 12th 2019 and July 5th 2020. Denson Martin moved to accept. Nancy Vollbeer seconded. All were in favor. The two additional days off were approved.
- TRS – Teachers Retirement of GA employer Portion Increase – Leslie discussed that the costs for the employer's portion of retirement had gone up for FY20 from 20.90% to 21.14%. This will show a slight increase for this coming year. The employer portion of TRS has increased from 16.27 in 2016 which is a 4.87% increase over the past 4 years
- SHBP (State Health, Employer portion only) – Holiday – Leslie explained that the state gave the counties a "holiday" from having to pay the employer's portion towards the employees' health benefits for the month of June. When this happened the state also took away any SHBP funds that they normally would have paid the counties for the funded state positions. We were able to save around \$2500.
- Courier vehicle presentation: (see attached report). Leslie introduced Michael's research on 3 separate alternatives to purchase a new courier vehicle through the state of Georgia 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 between the 3 vehicles. Leslie stated that they would not be moving forward until they had the opportunity to actually test drive the top choices to make sure there are no blind spots or issues. There would be more information once that next step had been accomplished.
- **Public Comments – None**

Announcements

- The next regularly scheduled meeting of the Lumpkin County Library Board of Trustees is Thursday, October 24, 2019 at 5:00 p.m.
- The Chestatee Regional Library System Board meets Monday, April 22, 2019 at the Dawson County Library at 5:00 p.m.

Adjournment Robin Hall asked for a motion to adjourn. Denson Martin motioned to adjourn. Gil Katzenstein seconded. All were in favor. Meeting adjourned at 5:50 p.m.

Respectfully submitted,



Gil Katzenstein, Secretary
(By Vicki Adkison)

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.