

**Chestatee Regional Library System
Board of Trustees
Quarterly Meeting
Monday, October 21, 2019 at 6:00 p.m.**

****BOARD APPROVED ***

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

Also present: Leslie Clark, Director; Tasha Gubernath, Business Manager; Stacey Leonhardt, Dawson County Library Branch Manager; Julie Julian, Administrative Assistant.

Call to Order and Establish Quorum: David Luke called the meeting to order at 6:05 p.m. and established a quorum was present

Approval of Minutes of Quarterly Meeting July 22, 2019: David Luke asked for a motion to approve the minutes. Peter Thomas moved to accept. Susan Roof seconded. All were in favor. Quarterly minutes approved.

Approval of the Agenda: David Luke asked for a motion to approve the Agenda. Leslie Clark amended minutes to include Other Business of Birthday Leave. Don Cargill moved to accept. Robin Hall seconded. All in favor. Agenda approved.

Financials:

- **1st Quarter FY20:** Tasha Gubernath reported we are on track for income and spending. Tasha will present a different kind of financial report at the January meeting for the Board to vote if they like it or not.
- **Budget Narrative:** Leslie Clark reported the Lumpkin County budget numbers are not available and therefore will have a called meeting of the CRLS Executive committee to vote on CY20 budget. The budget will be presented with 2 options one with and one without a staff increase.

Old Business:

- **Staff Changes:** New staff in HQ, but doing very well. The staff who resigned have new jobs with shorter commute times, better wages or both. The new Collection Management Librarians starts November 1. GPLS will be visiting and training to certify new cataloger. Gail's position in helping the previous cataloger has been frozen to give time to look at HQ processes and make any necessary changes for the efficiency of the library and staff.
- **Staff Development Day and Background Checks:** Staff Development Day went very well and Leslie Clark thanks those of the board who attended. Background Checks are about to begin, needed additional information and paperwork signed for those who need DMV and Credit Checks.
- **Strategic Plan / Implementation Progress Report:** Leslie Clark showed the board the website with the progress on the Strategic Plan. Good job to Mandy Ingram. Will discuss how to better communicate new items on the website with the webmaster.
- **New Library Construction Status:** Leslie Clark report "On Track and Under Budget". Library on track and Certificate of Occupancy signed February 2. We're looking at who is able to move the books safely.

New Business:

- **AUP (Agreed Upon Procedures Audit) Report:** Leslie Clark reported the audit went well. Only one finding and that has already been corrected for FY20.
- **Impact of Governor Kemp's 4% Budget Reduction on Materials FY20 and 2% FY21:** – Leslie Clark stated the 4% reduction decreased the Materials grant from \$.35 per capita to \$.23 per capita. Next year if the libraries are required to take the additional 2% reduction the Materials grant would decrease to \$.17 per capita. It is possible that everything will be reversed when the State Legislature meets and the funds could be restored by April 2020, which means we will get all that material money back. There is no way to tell at this point if that will happen. Through the reduction, Dawson decreased by nearly \$6K, and Lumpkin nearly \$9K.
- **Move Funds from Committed or Assigned to Unassigned Lumpkin County-Vote**
 - Assigned Fund Balance-Van Replacement-\$12,395.35
 - Committed Fund Balance-Equipment Reserve/New Library-\$35,000
 - Emergency Fund Balance-materials for new library-\$15,000
- **Move Funds Dawson County-Vote**
 - Assigned Fund Balance-Van Replacement-\$12,395.35David Luke asked for a motion to accept the four requests. Gil Katzenstein asked what color was the van. The van is blue in color. Don Cargill made a motion to accept. Robin Hall seconded. All in favor. Motion passed.
- **New Patron Behavior Policy: Vote:** Gil Katzenstein made a motion to remove from 2.1 Patron Behavior, "Possessing Dangerous Weapons", and add to 2.1 "Any act or conduct in violation of Federal, State or local law, ordinance or regulation," and "Any act of conduct in violation of other Chestatee Regional Library policies". Laura LaTourette seconded. All in favor. Motion passed.

Other Business:

- **Birthday Leave:** Leslie Clark asked to add the Birthday Leave to the new Personnel Handbook. "One additional holiday may be taken on the employee's birthday, or another day subsequent to the employee's birthday instead as approved by the supervisor. Full time staff receive 8 hours birthday leave, part time staff receive 6 hours leave. Birthday leave not taken before their net birthday is forfeited." David Luke asked for a motion to be made. Robin Hall made a motion to accept the Birthday Leave. Peter Thomas seconded motion. All in favor. Motion passed.

Reports:

- **Committees:** None

Public Comment(s) None.

Announcements:

- The next meeting of the Chestatee Regional Library System Board of Trustees will be Monday, January 27, 2020, 5:00 p.m., at the Lumpkin County Library.

Adjournment – David Luke asked for a motion to adjourn. Susan Roof moved to adjourn. Gil Katzenstein seconded. All were in favor. Meeting adjourned at 7:04 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 Julie Julian)

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