Members present: Peter Thomas, Don Cargill, Tom Harter, Gail Smith, Susan Roof, Kathryn Reagan-Smith, Carroll Turner, David Jordan

Members absent: Allen Ferg

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: Peter Thomas, Chair, called the meeting to order at 5:04 p.m. and established a quorum was present. Peter Thomas welcomed new board members Carrol Turner and David Jordan.

Approval of Minutes of quarterly meeting July 15, 2019: Chair called for a motion to approve the minutes. Don Cargill moved to accept. Kathryn Reagan-Smith seconded. All in favor. Minutes approved.

Approval of the Agenda: Peter Thomas asked for a motion to approve the Agenda. Leslie Clark amended the agenda to include Other Business of Birthday Leave. Tom Harter moved to accept. Kathryn Reagan-Smith seconded. All in favor. Agenda approved.

Reports:

- **Branch Manager’s Report:** (Report Attached) This quarter the library has had a lot of staffing and position changes within the library. Added hours to the satellite library. Ashly Grizzle moved to FT. Programs going very well. Team Escape Room coming up soon, as well as, Family Cosmic Night. Staff made 1K paper cranes to be sent to Japan in memory of Hiroshima.

- **Director’s Report:** Leslie Clark apologized for not having a written report. There have been many changes in HQ in the past 3 months, but no deadline has been missed. The staff who resigned have new jobs with shorter commute times, better wages or both. The new Collection Management Librarian 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. HQ made it through the FY19 audit and did very well. HQ getting ready for the move to Lumpkin County after the first of the year. Good job to Stacy Leonhardt and library staff for all their hard work and efforts. Leslie reported that HQ is doing well, with a good atmosphere and teamwork. Proud of the team. Library on track and Certificate of Occupancy signed February 2. We’re looking at who is able to move the books safely. Rooms here at Dawson County will be turned back over to the library which will expand the programs for the community.

- **Committees:** none
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 that not all the budget numbers are not available and therefore it will be necessary to 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 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**: Mandy Ingram has been working on getting the information posted to the website. Lots of information and staff work to be reported. Leslie Clark showed the board the website. Good job to Mandy Ingram.

New Business
- **Staff Changes in Library and HQ**: Reported under Director’s Report.
- **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 capital 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.
- **New Patron Behavior Policy: Vote**: Don Cargil 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”. Kathryn Reagan-Smith moved to accept. Susan Roof seconded. All in favor. Motion passed.
- **Move Van Replacement Funds from Assigned Fund Balance to Unassigned Fund Balance for Purchase**: Vote: Peter Thomas asked for a motion. Susan Roof moved to accept motion. Don Cargill seconded. All in favor. Motion passed.
- **Budget Increase for Dawson County Board of Commissioners**: received 22k in additional funds for a total of 425k annually. Consideration is being given to increase hours at the Satellite library, add summer programs, purchase materials and give the staff a wage increase.
- **Continuation Budget for CY20**: Not available at this time. CRLS Executive Committee will meet to approve before Jan 1, 2020.

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.” Peter Thomas asked for a motion to be made. Susan Roof made a motion to accept the wording “as-written”. Don Cargill seconded motion. All in favor. Motion passed.

Public Comments: None
Announcements:
- The next regularly scheduled meeting of the Dawson County Library Board of Trustees is Tuesday, January 21, 2020 at 5:00 p.m.
- The Chestatee Regional Library System Board meets Monday, October 21, 2019 at the Dawson County Library at 6:00 p.m. This is a change from the regular meeting date of the 4th Monday of the month.

Adjournment: Peter Thomas asked for a motion to adjourn at 5:52 p.m. Susan Roof moved to adjourn. Don Cargill seconded. All were in favor.

Respectfully submitted,

______________________________
Susan Roof, Secretary
(By Julie Julian)

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.