

**Lumpkin County Library
Board of Trustees
Quarterly Meeting Minutes
Thursday, October 17, 2019 at 5:00 p.m.**

****Board Approved****

Members present: Kay Campagnoli, Sue Mattison, Laura LaTourette, Nancy Vollbeer, Denson Martin, Robin Hall, David Luke, Gil Katzenstein

Also present: Leslie Clark-Director, Tasha Gubernath- Business Manager, Tracey Thomaswick-Lumpkin Library Branch Manager, and Julie Julian, Administrative Assistant.

Call to Order and Establish Quorum: Robin Hall called the meeting to order at 5:00 p.m., quorum established.

Approval of Minutes of Quarterly Meeting July 18, 2019: Robin Hall asked for a motion to approve the minutes. Denson Martin moved to accept and Kay Campagnoli seconded. All in favor. Minutes approved.

Approval of the Agenda: Robin Hall asked for a motion to approve the agenda. Leslie Clark amended agenda by adding there was no continuation budget at this time and adding Birthday Leave to New Business. Nancy Vollbeer moved to accept and Denson Martin seconded. All in favor. Agenda approved.

Reports

- **Branch Manager's Report:** Tracey Thomaswick thanked Nancy Vollbeer for the goodies she brings to the library staff. Will be promoting Census 2020 with dedicated computers available to those who wish to complete census online. Gov't hoping for 80% of the census completed online. Paper census reports will be available. Outreach to the community in the coming months. New library gaining exposure. Robin Hall reported people already asking about available meeting rooms. David Luke praised the library for the amount of community visits per branch manager's report.
- **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 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. 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 Tracey Thomaswick and library staff all their hard work and efforts. Leslie reported that HQ is doing well, with a good atmosphere and teamwork. Proud of the team.
- **Committees:** no committees met during the last quarter

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 Development Day / 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 is working on getting the information posted to the website. Lots of information and staff work to be reported. Plan to display it Monday at the CRLS board meeting.

- **New Library Construction Status:** Leslie Clark: the new library looks fantastic. Construction meeting next week and will try to schedule a walk thru. Will send pics and slides out to board. Furniture plan has been approved and the furniture looks really good. Nancy Vollbeer asked about cameras in the new library. Leslie Clark said there cameras have been discussed for the new library.
- **NLTF New Library Task Force Status:** David Luke: Everything pretty much sold and named, except for large meeting room. Still some outstanding dollars to come in and be approved. Circulation desk has been named for Friends of Library. Will be discussing the actual name of the library; Board suggested it stay Lumpkin County Library.

New Business

- **Staff Changes in Library and HQ:** Leslie Clark introduced Julie Julian and Tasha Gubernath. Welcome to new employees.
- **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:** Suggested edit was submitted by library director, Leslie Clark, for a vote to change the context of the Patron Behavior Policy. Laura LaTourette suggested that the changes need to go through the Policy Committee and then be presented to the Regional Board for approval. Robin Hall asked for a motion since the Lumpkin County Board does not have the responsibility of setting these policies and should go through the proper channels of the Chestatee Regional Board. Laura LaTourette made a motion for recommending the policy review committee consider changing the existing patron behavior policy by striking out the line "possession of dangerous weapons" and replace it the statement of "*Prohibiting any act or conduct in violation of Federal, State or local law, ordinance or regulation*". Gil Katzenstein seconded motion. All in favor. Motion passed.
- **Move Van Replacement Funds from Assigned Fund Balance to Unassigned Fund Balance for Purchase: Vote:** Leslie Clark reported the Regional Board authorized the purchase of a courier vehicle. Committed funds need to be transferred from Assigned Fund Balance to Unassigned Fund Balance. \$15K available in the committed funds, need a little over \$12K for van purchase. Motion to move funds. Nancy Vollbeer made a motion. David Luke seconded the motion. All in favor. Motion passed.
- **Move Tech Funds for New Library in Committed Fund Balance to Unassigned Fund Balance for Purchase of Technology for New Library: Vote:** \$35K was set aside by the board two years ago for technology for the new library. David Luke made motion giving permission to spend this money as needed. Nancy Vollbeer seconded. All in favor. Motion passed.
- **Move \$15,000 from Emergency Fund Balance to Unassigned Fund Balance to purchase materials for an Opening Day Collection: Vote:** Leslie Clark would like permission to spend it if we need it. Need to start ordering Opening Day Collection for the new library. Laura LaTourette made a motion giving permission to spend this money as needed. Kay Campagnoli seconded. All in favor. Motion passed.
- **Other New Business:** During the process of updating the new Personnel Handbook, Birthday Leave was left out. Leslie Clark asks the following be included in the 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 made a motion to accept the Birthday Leave addition. Gil Katzenstein seconded motion. All in favor. Motion passed.
- **Public Comments – None**

Announcements

- Remember the Lumpkin County Shredding Day, Thursday, October 24, 10:00 a.m. – 2:00 p.m.
- The next regularly scheduled meeting of the Lumpkin County Library Board of Trustees is Thursday, January 16, 2020 at 5:00 p.m.

- The Chestatee Regional Library System Board meets Monday, Monday, October 21, 2019, at the Dawson County Library at 5:00 p.m.

Adjournment Robin Hall asked for a motion to adjourn. David Luke motioned to adjourn. Sue Mattison seconded. All were in favor. Meeting adjourned at 6:13 p.m.

Respectfully submitted,



Gil Katzenstein, Secretary
(By Julie A. 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.
