

**Chestatee Regional Library System
Board of Trustees
Quarterly Meeting
Monday, January 27, 2020 at 5:00 p.m.**

****Pending Board Approval***

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

Members absent: Peter Thomas

Also present: Leslie Clark, Director; Tracy Thomaswick, Lumpkin County Library Branch Manager; Elizabeth Stipek, Collection Management Librarian; Julie Julian, Administrative Assistant.

Call to Order and Establish Quorum: David Luke called the meeting to order at 5:06 p.m. and established a quorum was present

Approval of Minutes of Quarterly Meeting October 21, 2019: David Luke asked for a motion to approve the minutes. Don Cargill 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. Robin Hall moved to accept. Don Cargill seconded. All in favor. Agenda approved.

Financials:

- **2nd Quarter FY20:** CRLS has seen all of the financials. Everything has been included before and no surprises. The rest of the board passed the Continuation Budget additional \$20,000 from Lumpkin County, \$22,500 from Dawson. This is reflected in the financial packet. At the called Executive Board meeting in December 2019, the board voted to give the staff a pay increase. Tasha has color coded the budgets. Going forward we send these to the board electronically, show on the screen and not print out the budgets any long. Tasha pulled out the HQ from the other budgets so we could see how HQ budget is separate from the branch budgets.

Old Business:

- **New Library Construction Status:** We are still on schedule and under budget. Library shelving will be delivered and setup beginning February 10. Furniture arrives February 17, as well as the end panels for the library shelves. Lumpkin County Library will be closed Feb 22-March 15. The new library opens March 16. March 27th, the Dignitary Celebration; March 28th, Grand Opening. The Regional Board is invited to both.

New Business:

- **Introduced Elizabeth Stipek, new Collection Management Librarian:** She has taken several training classes including CAT1, Acquisitions Module and will take Original Catalog Training. Already materials are being sent to the libraries Doing a great job and a great asset
- **Materials Budget Cuts for FY21:** The current budget cuts went from .35 per capita to .23 per capita for FY20. FY21 budget, unless the budget changes, will go to 17.5 per capita. That is about \$10,000 for the library divided 47% going to Dawson County, and 53% going to Lumpkin County. We took a hit. Across the state took a materials budget cut. GPLS could only take it from materials. Still hopeful we will get it back at some point in time.

- **Board Election in April 2020 for FY21:** FYI we do have board elections in April for the Regional Board. It comes up for both counties, as well as, the Regional Board. Elections are held in April of even years. The regional chair will be from Dawson County, vice-chair Lumpkin County.

Other Business:

- **Letter to Lumpkin County:** Don Cargill proposes as a motion to the chairman, David Luke, and Leslie Clark, Director, to write a letter to Lumpkin County Commissioners thanking them for the work they have given in the building of the new library. David Luke affirmed the motion and asked for a second. Susan Roof seconded. All in favor. Motion passed. David Luke and Leslie Clark will get together and compose the letter.
- **Dawson County Impact Fees:** Secured the Impact Fees for Dawson County Library materials. The issue now is how to secure the impact fees. Working with the county financial department to try to determine the process to submit invoices. We are in a really good place right now.
- **New Staff in HQ:** Request was made for a new organizational charge due to the staff turnover. Mandy Ingram, PT IT, has resigned. Has been teaching Julie Julian has to manage the website. The 2 part-time positions, IT and materials, are frozen for now until we know what is truly needed. Good time to rethink the positions. Changes have been beneficial to the system, with new eyes.
- **Background Checks:** Question was asked, "Where are we on background checks?" Answer: They have been completed. No issues. All employees were checked and employees can get a copy of their own report from the PSI (Professional Screening & Information). Volunteer background checks are the next step in our process.
- **Staff Evaluations:** Looking at the way staff evaluations are completed within the system.

Reports:

- **Executive Committee:** Met in December to pass the CY20 budget.
- **Personnel Committee:** Will meet in February for the Leslie Clark's evaluation and bring a recommendation to the full board with a vote at the April meeting.

Public Comment(s) None.

Announcements:

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

Adjournment – David Luke asked for a motion to adjourn. Don Cargill moved to adjourn. Robin Hall seconded. All were in favor. Meeting adjourned at 5:46 p.m.

Respectfully submitted,

Susan Roof, Secretary
(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