Dawson County Library
Board of Trustees
Quarterly Meeting Minutes
Tuesday, January 21, 2020 at 5:00 p.m.

*Board Approved*

Members present: Peter Thomas, Don Cargill, Susan Roof, Gail Smith, Kathryn Reagan-Smith, Carroll Turner, Allen Ferg.

Members absent: David Jordan, Tom Harter

Also present: Leslie Clark, Director; Tasha Gubernath, Business Manager; Julie Julian, Administrative Assistant.

Call to Order and Establish Quorum: Peter Thomas, Chair, called meeting to order at 4:59 p.m. and established a quorum was present.

Approval of Minutes of quarterly meeting October 19, 2019: Peter Thomas, Chair, called for a motion to approve the minutes. Allen Ferg moved to accept. Don Cargill 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 New Business of April Board Elections. Don Cargill moved to accept. Susan Roof seconded motion. All in favor. Agenda approved.

Reports:

• Branch Manager’s Report: Stacey Leonhardt was absent due to illness; Leslie Clark reported on the Branch Manager’s Report. Stacey created a thorough report. Dawson County Library had 13,223 library visits, and 663 reference questions answered. Those are actual questions from patrons asking how to find a book, etc. This statistic is one we keep for annual reporting. Stacey, Tracy and our new Cataloger, Elizabeth, has taken a CAT1 training class, which assists in learning the cataloging process. Additional training they received allows them to swap out duplicate books and one-for-one that are already in PINES.

Big highlight is the Regional Board voted to increase the Satellite hours to 5 days a week, Mon. – Thurs. 9-5, Fri., 9-2:30. Need to find a better way to advertise the Satellite Library with better signage. We will start putting best sellers in this location. Don Cargill asked if we added signage, do we need county permission. Operations Specialist, Michael Middleton, will talk to the county to see if we can place signage near the road – even if it’s temporary to draw more attention. Word of mouth is helping tremendously. While requests, like holds and material requests are beginning to come from the branch, it will take up to a year to really take off and grow. We’re excited about the potential of the Satellite Branch. Stacey attends the once-a-month Chamber Luncheons that are connected to the community, which is very important.

Going forward the library programs will point to the Strategic Plan in the Branch Manager’s Report. Gail Smith asked what is the Book a Librarian – this is a scheduled one-on-one session up to an hour with Ashlyn so she can help with resume, genealogy, technology, how to use personal device, printing issues, etc.

• Director’s Report: Leslie reported that while the report looks slim, much has been going on. She has met virtually with GPLS Acquisitions Librarian many times. This started before John left in order to learn the ordering and Acquisitions program process and has continued through Elizabeth’s
hiring. This was very time consuming but necessary in order to get materials in the branches and pay the vendors. She also attended many webinars with the vendors learning how to order materials. **Member of Leadership Dawson County class of 2020 which meets once a month. Leslie and Tasha are to Financial Training January 28-30. Hot Dog Day is February 13 but we are not taking a van this year due to the amount of HQ activities and ongoing projects.

Accomplishments: 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 figure out how to submit invoice and get the vendors paid. Money is close to $39K and we are excited about it all. We need to look ahead at the process to get on the State Grant Construction list for a possible new library. The Impact fee suggests an additional facility in 2026. **Update on Lumpkin Construction- The move to the new facility begins Feb 24 at which time the Lumpkin Library will close. Sometime that week or the next HQ will be packing/moving. New library will open with a Soft Opening in early March; Grand Opening March 28. **New cataloger, Elizabeth Stipek, is doing a great job with meeting with branch managers to find out needs and address collection concerns.** Tasha is going to a vendor showcase the day before Financial Training to discuss the change-over in financial software.

Committees: none

Financials:
- **2nd Quarter FY20:** Tasha Gubernath handed out the continuation budget. All numbers on the budget tie back to the Income Statement and Balance Sheet. We are transparent in what we do and this is a way to show exactly what is being received and spent. Carroll Turner commended Tasha on the good job she has done. Can see exactly where the funds are spent. Makes the board’s job easier. Good job! Thank you, Tasha! Gail Smith commented on the electric bill being substantially lower due to the new LED lights that were installed in September.

Old Business
- **New Van has arrived:** Took possession of the new van. Very nice looking blue, stills needs to be lettered with the library information/logo. Being used and is very safe for the staff. Has a cage to keep bins from flying forward in case of a sudden stop or an accident.
- **Lumpkin Library Construction and Move Report:** See the director’s report.

New Business
- **Satellite Library New Hours:** Reported under Director’s Report. Satellite Library is open 5 days a week, Mon. – Thurs. 9-5, Fri., 9-2:30 and closed on Saturday.
- **IMPACT Fees from Dawson County:** Reported under Director’s Report.
- **Grand Opening Celebration of New Lumpkin County Library:** Saturday, March 28, 2020: – Grand Opening of March 28, 2020; Dignity Celebration March 27, honoring those who had a hand in the project and purchased donor rooms, gave of their funds. Raised $90K for the library through this fundraiser. Legacy Tree is complete and is selling leaves and can place your name or a memorial on the leaves.
- **Other Business:** In April, every even numbered year, is officer elections for the library board. Nominations will be taken next meeting. Everyone is encouraged to look at the by-laws.
- **Anytime committees meet they need to post their intention to meet and a summary of actions taken need to be made available within 48 hours of the meeting.**
- **We will be bringing to the board to discuss what to do with the admin office and genealogy room at Dawson County after HQ moves to Lumpkin County. We want to make use of this space for our patrons. Don Cargill asked if we can use Impact Fees for computers. Impact fees need to be used for audio books, books, videos, etc.
Mandy Ingram, IT, has resigned and is moving to Syclone, who is our server provider. She did not
desire to move to Lumpkin County. Julie Julian will be taking Web responsibilities. We do not know
exactly what we need yet. With the new staff, we will be looking at what is needed and may be
making some shifts in responsibility. Very excited about Satellite...additional 37 hours of library
hours for Dawson County. Lots of things to be proud of here at Dawson County Library. Don
Cargill: Thank you, Leslie, for what you are doing.

Public Comments: None

Announcements:
- The next regularly scheduled meeting of the Dawson County Library Board of Trustees is
  Monday, April 20, 2020 at 5:00 p.m.
- The Chestatee Regional Library System Board meets Monday, January 27, 2020 at the
  Lumpkin County Library at 5:00 p.m.

Adjournment: Peter Thomas asked for a motion to adjourn at 5:52 p.m. Don Cargill moved to adjourn.
Carroll Turner. All were in favor. Motion carried.

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.