

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

****Pending Board Approval ***

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

Members absent: Gail Smith

Also present: Leslie Clark, Director; Tracy Thomaswick, Lumpkin County Library Branch Manager; Tasha Gubernath, Business Manager; Julie Julian, Administrative Assistant; Kay Campagnoli, Lumpkin County Board Member.

Call to Order and Establish Quorum: David Luke called the meeting to order at 5:01 p.m. and established a quorum was present.

We are meeting by teleconference today due to the current state of emergency related to the COVID-19 pandemic. The GA Open Meetings Act allows for teleconference meetings "under circumstances necessitated by emergency conditions involving public safety," as stated in O.C.G.A. 50-14-1(g). The public has simultaneous access to this meeting and the notice required by the Code was provided.

Approval of Minutes of Quarterly Meeting January 27, 2020: David Luke asked for a motion to approve the minutes. Susan Roof moved to accept the minutes. Robin Hall seconded. All in favor. Quarterly minutes approved.

Approval of the Agenda: David Luke asked for a motion to approve the Agenda. Susan Roof moved to accept the agenda. Robin Hall seconded. All in favor. Agenda approved.

Reports

- **Financial 3rd Quarter FY20:**

Both Dawson and Lumpkin County Libraries, along with Headquarters, are exactly on target for the 3rd quarter. David Luke asked for a motion to accept 3rd Quarter FY20 Financials. Robin Hall moved to accept the financials. Susan Roof seconded. All in favor. Financials accepted.

- **Committees:**

- **Nominating Committee:**

The Personnel Committee made recommendations for the CRLS Regional Board Officers: Chair- Peter Thomas, Dawson County; Vice Chair-Robin Hall, Lumpkin County; Secretary, Gail Smith, Dawson County. David Luke asked for a motion to accept the nominations. Susan Roof made a motion to accept the Personnel Committee nominations. Gil Katzenstein seconded. All in favor. Motion carried.

- **Policies Committee:**

Gil Katzenstein discussed the policy committee is working on public conduct policies. The policy is currently at the draft stage. Gil Katzenstein, Susan Roof, Gail Smith have done a great job with the policies and the hard work is appreciated. Thank you for your labor over the policies. David Luke agreed that the committee has done a great job.

- **Personnel Committee:**

Laura LaTourette and the committee have met for the past 3 years and developed a formal evaluation process for the library director.

The Personnel Committee would like to offer Leslie Clark, Director of CRLS, a 5% increase in salary, retroactive to January 1, 2020. Laura LaTourette made a motion the CRLS Library Director, Leslie Clark, receive a 5% salary increase retroactive to January 1, 2020. Gil Katzenstein seconded motion. All in favor. Motion passed.

The CRLS board endorses the evaluation and has covered every aspect of the library director position. Congratulations, Leslie, well-earned.

The Personnel Committee has put together a review process. The committee recommended to the board to add this as a formal process for future director reviews. The Committee recommends starting the process earlier in the year to have it completed by December to bring to the January board meeting for a vote. The Committee also recommended having a new member each year to keep continuity of process. The review process includes analysis of the previous year's board meeting minutes, the Chestatee Regional Library Systems strategic plan, and library director's accomplishments. The business manager is consulted for budgeting purposes. The Personnel Committee then meets with both the Director and Business Manager to go over the evaluation. The Director is then given the time to speak regarding the overall evaluation and the accomplishments regarding the year in review. The Personnel Committee then goes into closed session to create the recommendation to be presented to the CRLS Board. The Personnel Committee gives the CRLS Board a recommendation on the directors review during a closed session. The CRLS board motions and votes on any actions needed. This concludes the director review process to be used going forward.

David Luke complimented the committee on the good job they have done with the process.

New Business

- **Proposed Budget for FY21**

The proposed budget process started back in February. Tasha Gubernath has done an excellent job in putting this budget together in a readable, understandable format. Any changes made to the proposed budget will be brought to the July regional board meeting. True expenses are unknown at this time in the new library. David Luke asked for a motion to accept the Proposed Budget for FY21. Robin Hall made a motion, Susan Roof seconded. All in favor. Motion carried.

- **Officer elections for Chestatee Regional Library System Board-Chair, Vice-Chair and secretary.** Current officers are Chair: David Luke, Vice Chair: Peter Thomas and Secretary: Susan Roof. Chair must come from Dawson County, Vice Chair from Lumpkin County and Secretary from either one. The CRLS Board motioned and voted under the Committee Reports. Congratulations to those elected.

- **Request to assign funds remaining at the close of FY20:**

- \$3,000 to van replacement for both counties.
- Request to move \$15,000 from unassigned fund balance at the end of FY20 to materials-Lumpkin County. This is the same amount moved at the January meeting from the Emergency Fund per Lumpkin County budget request.
- Request to move \$20,000 from unassigned to Lumpkin County Emergency Fund.
- Request to move \$5,000 from remaining unassigned funds in Dawson County to Programs.

Robin Hall made a motion to accept as written. Susan Roof seconded. All in favor. Motion carried.

- **Proposed Plan to restore library services:**

Leslie Clark explained and discussed the phases for reopening the libraries during the COVID-19 Pandemic. Phase 2 could be implemented as early as next week. Phases could take 1-2 weeks each, or months, or could even revert back to any previous phase. The safety of all staff and patrons will always be of utmost concern. David Luke asked for a motion to accept the Proposed Plan to Restore Library Services. Susan Roof made motion, Robin Hall seconded. All in favor. Motion carried.

Other Business

- None Presented

Public Comments

- None Presented

Announcements

- The Chestatee Regional Library System Board is scheduled to meet Monday, July 27, 2020, 5 pm, at the Lumpkin County Library.
- Robin Hall commented Laura LaTourette will be leaving the board at the end of FY20. Thank you, Laura. Great job! Leslie reminded Laura to submit book titles so the library may honor her for her service by including a book plate in her honor.

Respectfully submitted,

Susan Roof, Secretary
(By Tasha Gubernath)

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