

**Lumpkin County Library
Board of Trustees
Quarterly Meeting
Thursday, Jan 18, 2018 at 5:00 p.m.**

**** BOARD APPROVED ****

Members present: *Nancy Vollbeer, Gil Katzenstein, Robin Hall, Laura LaTourette, Sue Mattison, David Luke, and Denson Martin.*

Also present: *Leslie Clark, Director, Dawson County Library Branch Manager, Vicki Adkison, Assistant Director, Tracey Thomaswick, Branch Manager and Paula Smith, Administrative Assistant.*

Absent: *John McConnell, Collection Management Librarian.*

NOTE: Bill O'Leksy, guest speaker, discussed Lumpkin County Library meeting, and addressed the Dahlonega Nugget article.

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

Approval of Minutes of Quarterly Meeting October 12, 2017. Nancy moved to accept Approval of Minutes. David seconded. All were in favor. Motion carried.

Reports

- Director's Report: Leslie mentioned the recent completion of our audit, and will follow up with board members via email regarding results.
- Branch Manager's Report: Tracey discussed the planning of new programs for the upcoming year. Interviewing for a new staff member, and training new staff member.
- Collection Manager's Report: Leslie highlighted that we added +1900 new items. John's major projects included upgrade to Pines web-based program, and training of staff on the new upgrade.
- Financial 1st Quarter FY18 - David made a motion to accept. Gil seconded. All were in favor. Motion carried.
- Financial 2nd Quarter FY18 - Nancy made a motion to accept. Robin seconded. All were in favor. Motion carried.
- NOTE: Annual Giving thank you note for donations needs to include Tax Id number. Laura suggested she can send us verbiage to use for IRS/Tax acceptance.
- Committees: Ragin Hause, Susan Roof, and David Luke are on the Policy Committee.

This is the policy CRLS is recommending: **Background Checks** – *To promote a safe work environment for patrons and staff, criminal background checks will be required of all potential employees. In addition, positions that involve operation of a motor vehicle (either a personal vehicle or library vehicle) in the course of the job will require driving history checks. All employment offers are contingent upon successfully passing the appropriate background checks. (Screening requirements for current employees who apply for different positions are the same as those for external applicants.) No candidate will be authorized to begin employment until the Human Resources Office receives notification that the*

candidate has successfully passed these screening activities. The Library complies with all requirements of the Fair Credit Reporting Act, which governs use of information contained in consumer reports, and will maintain confidentiality of information.

Robin mentioned we seem to be missing a few components i.e. are volunteers included? Good examples to consider for comparison, 4-H, and Master Gardeners. Nancy suggested a called meeting to work out the details. Leslie mentioned that this is just the first step in deciding a background check policy. Policy and Personnel Committees should meet to review/make changes to the recommended policy by CRLS before April.

New Business

- Background check policy- Robin made a motion to table the vote to next meeting. Nancy seconded. Leslie to send an email to the Dawson Board that the Lumpkin Board has decided to table the Background check policy.
- Library board vacancy and Board Appointments. Two applications were received. County has a formal application process, chairman wants our input. Applications received by the County will be sent back to the Lumpkin Board for review. Suggested procedure is to have the Library Board review initially and make recommendations, and send the application to the Commissioner. There seems to be two different 'applications' to apply and/or interested in Board Membership. 1) Board of Commissioners Application and 2) CRLS "Expression of Interest in Appointment" on the Library website. David suggested that ideally the process should be to complete the expression of interest, meet the board, and application then goes to the County Commissioner. Vacancy since last June needs to be filled. The Board's Recommendation is Kaye Campagnoli.
- Communications – Denson
- Update of Forms (Board Applications) – Denson
- Rapid Results Planning- CRLS Strategic Plan tentatively on the schedule for the fall, no set dates yet. This process will provide our system with a strategic plan, as well as bring the community together. Anna from Forsyth, and Beth from Piedmont Regional will lead us in this workshop/training. Leslie will send the Board the details on this training.
- Any other new business

Old Business

- Background checks procedures and implementation
- New Lumpkin Library status
- Google email – Robin Hall. Just wanted to confirm emails he sends are being received by everyone.
- Closed dates for the remaining calendar year 2018 to include staff development day of Monday, October 8th. Board is invited to attend. Need staff orientation training as well as update everyone on current policies. (Mandatory for full-time, and as many part-time as possible.) David made the motion to accept. Nancy seconded. All were in favor. Motion carried.
- Investment accounts: two CDs maturing this month. Cash them in and reinvest, and second we have a Bank of Ozarks investment in which we need to do something within the next 10 days. Recommendation is to reinvest/rollover.

Public Comment(s):

Announcements

- The next regularly scheduled meeting of the Lumpkin County Library Board of Trustees is Thursday, April 19, 2018 at 5:00 p.m.
- The Chestatee Regional Library System Board meets Monday, Jan 22, 2018, 5:00 p.m., at Lumpkin County Library.

Adjournment – David made the motion to adjourn. Nancy seconded. All were in favor. Meeting adjourned at 6:40pm.

Respectfully submitted:



Gil Katzenstein, Secretary
(By Paula Smith)

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.