

**Lumpkin County Library
Board of Trustees
Quarterly Meeting
Thursday, April 19, 2018 at 5:00 p.m.**

**** BOARD APPROVED ****

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

Also present: Leslie Clark, Director, Vicki Adkison, Assistant Director, Tracey Thomaswick, Lumpkin County Library Branch Manager, John McConnell, Collection Management Librarian, and Paula Smith, Administrative Assistant.

- A. Denson Martin called the meeting to order at 4:59 pm and established a quorum was present.
- B. Welcome New Board Member, Kaye Campagnoli and Board Introductions.
- C. Approval of Minutes of quarterly meeting January 18, 2018. Nancy Vollbeer made the motion to approve the minutes of quarterly meeting January 18, 2018, and Robin Hall seconded. All were in favor. Minutes approved. *NOTES:* David Luke did have a question about the Rapid Results Training and what this training involves. Nancy Vollbeer gave a form from the 4-H to Laura LaTourette for the "under 18" volunteers to sign for background check policy.
- D. Approval of the Agenda – David Luke made the motion to approve the Agenda. Nancy Vollbeer seconded. All were in favor. Agenda approved.
- E. Reports
 - Director's Report: Leslie Clark discussed Full Board Training in August, and Staff Training Day in October. Eligible employees received increase in salary effective April 1, 2018. Lumpkin County Library received 1 full time employee, Circulation Specialist. Also Dawson Library conducting interviews for same position, and both employees will go to PINES training in May 14, 2018 in Dalton, GA.
 - Branch Manager's Report: Tracey mentioned partnerships with the community, i.e. Dahlonega Woman's Day, Rotary Sunrise Group, and our annual Shred Day was a huge success. NOTE: David Luke thanked Tracey Thomaswick for the program emails sent out.
 - Collection Manager's Report: John McConnell welcomed Kaye Campagnoli. More items added to system this quarter than last quarter. He gave a big Thank you to Dahlonega Woman's Club, donation of \$1600 for large print books and suggested those present do the same if they knew anyone in the Dahlonega's Women Club. Library Board member Laura LaTourette stated she was a member and said she would carry the sentiments back to her next club meeting.
- F. New Business
 - Financials, up to February 2018: Vicki Adkison explained the issues with our financial software, Blackbaud. Due to an upgrade, numerous issues caused many errors including adding line items and altering existing line items. The patch from Blackbaud to fix the upgrade is not expected until late May which means the April payroll will also create new issues for Vicki to correct.
 - Move to assigned fund balance at the end of FY18: Van replacement up to \$3,000 and \$2,000 for equipment replacement if unassigned fund balance money is available. Equipment Replacement Fund is for staff computers and equipment. Laura LaTourette

made a motion to give Leslie Clark the authority to move up to \$3,000 into the assigned fund balance line for van replacement and \$2,000 to go into assigned fund balance line item of facility equipment replacement. Robin Hall seconded. All were in favor. Motion carried.

- Budget Requests to Lumpkin Board of Commissioners – Monies requested to cover increasing costs of Teacher's Retirement System and for materials.
- Lumpkin County Library Board Officers: To serve as Chair: Denson Martin nominated Robin Hall. David Luke seconded. All were in favor Motion carried. To serve as Vice Chair: David Luke nominated Nancy Vollbeer. Laura LaTourette seconded. All were in favor. Motion carried. To serve as Secretary: David Luke nominated Gil Katzenstein. Laura LaTourette seconded. All were in favor. Motion carried.
- Lumpkin County Library Board Representation on the CRLS board members: Nancy Vollbeer made a motion for David Luke to remain on CRLS Regional Board. Robin Hall seconded. All were in favor. Motion carried. Nancy Vollbeer made a motion for Gil Katzenstein to remain on CRLS Regional Board. Robin Hall seconded. All were in favor. Motion carried.

G. Old Business

- Background check implementation and procedures: Personnel and Policy committees met and the recommendations/outline are attached (Attachment 1). The committees are hoping to complete this policy by the July CRLS meeting, with a new policy implementation date of September 1, 2018.

H. Public Comment(s) None

Announcements

- The Lumpkin County Library Board meets Thursday, July 19, 2018 at 5:00 p.m., at Lumpkin County Library.
- The Chestatee Regional Library Board meets Monday, April 23, 2018, 5:00 p.m. at Dawson County Library.

Adjournment

David Luke made a motion to adjourn the meeting at 6:08 pm. Nancy Vollbeer seconded. All were in favor. Meeting adjourned.

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