

## **HENRY COUNTY LIBRARY SYSTEM**

### **BOARD OF TRUSTEES**

#### **REGULAR MEETING**

McDonough Library Administrative Building

Board Minutes, February 5, 2018, 5:30 PM

- Indicates action taken

#### **CALL TO ORDER**

The meeting was called to order by Dr. Gordon Baker at 5:30 PM

Present were Library Board members: Dr. Gordon Baker, Dr. Rita Bailey, Kathy Gilbert, Sharon Ponder, Mary Scroggs, Sandy McGarity, and Kathy Gardner. Also present were library employees Kathy Pillatzki, Deb Morris, Gail Evans, Pam Bagby, Joy Caldwell, Amanda Cox, Aimee Leavitt, and LaDon Golden.

#### **ADDITIONS/APPROVAL OF AGENDA**

An item regarding the 2019 budget was added under new business.

- Motion by Dr. Rita Bailey to approve the amended agenda, seconded by Kathy Gardner; motion approved.

#### **APPROVAL OF MINUTES**

A correction was made under old business in the January 8, 2018 minutes.

- Motion by Kathy Gilbert to accept the corrected January 8, 2018 minutes, seconded by Mary Scroggs; motion approved.

#### **DIRECTOR'S REPORT**

Interim Director Kathy Pillatzki provided an update on the Director's activities during January. She reviewed inclement weather closings, branch activities, and professional development classes. She and HCLS Financial Clerk LaDonna Poole attended three days of training provided by Georgia Public Library Service and the Carl Vinson Institute of Government at UGA regarding best practices for accounting, fraud prevention, state grants, and capital improvement projects. She reported that she had several conversations with Nate Rall, who administers state grants for Major Repair and

Renovation (MMR) for Georgia Public Library Service. Mr. Rall is willing to visit the Stockbridge and McDonough libraries and do a walk-through to identify possible repair and renovation projects that might qualify for MMR grants.

- Motion by Sharon Ponder to accept the Director's report, seconded by Rita Bailey; motion approved.

#### TREASURER'S FINANCIAL REPORT

Debra Morris reported that payments online through PINES are at a high.

Food for Fines program is doing well.

All expenditures and income are within expectations for the midpoint of the fiscal year.

- Motion by Kathy Gilbert to accept the Treasurer's Report, seconded by Sandy McGarity; motion approved.

#### OLD BUSINESS

Five candidates were identified for the Library Director's position at the January 8, 2018 regular meeting. Dr. Gordon Baker shared that since that time, one person withdrew from consideration; one was removed due to an incomplete application packet and failure to respond to a request for more information. The other three candidates are to be discussed in the Executive Session.

#### NEW BUSINESS

The Marketing Department presented a proposal for a fundraising activity for the Harry Potter exhibit. All HCLS branches will host an exhibit in August/September 2018 from the National Institutes of Health and the National Library of Medicine called Harry Potter's World: Renaissance Science, Magic and Medicine. Each branch is planning a full program of events and activities for all ages related to the exhibit themes. The Marketing Department staff requested permission to conduct a fundraising activity, with proceeds to be used to offset the costs of program supplies.

- Motion by Kathy Gilbert to approve the fundraising request for the Harry Potter exhibit, seconded by Mary Scroggs; motion approved.

Kathy Pillatzki presented the Library Board members with copies of the initial communication from Henry County budget staff regarding budget requests for Fiscal year 2019. The County is instituting a new process for budget requests. Budget requests are due on February 13. Each county department head is to submit a business plan for their department. County staff will provide a class for department heads to learn exactly what is expected in the business plan. The business plan will be due on

February 27. Kathy Pillatzki suggested three budget priorities based on system needs and feedback from members of the community who attended the HCLS strategic planning sessions in the summer of 2017. She is working with HCLS Business Manger Debra Morris to calculate the additional county funding that would be required to fund each item. The suggested priorities are:

1. Reinstate Saturday hours at all branches. This may require the addition of at least one employee per branch.
2. Raises for all Henry County Library System staff members.
3. Add a full-time position for a professional Programming and Outreach Librarian.

Kathy Pillatzki requested that the Board consider the priorities she identified and provide guidance if they wished for her to pursue other budget priorities.

- Motion by Kathy Gilbert to approve the three budget priorities as presented, seconded by Dr. Rita Bailey; motion approved.

Surplus patio furniture: Kathy Pillatzki reported that a patron donated new outdoor furniture for the patio behind the administrative wing of the McDonough library. The old furniture is worn and beginning to break; it is approximately 10 years old. Permission was requested to dispose of the old furniture or recycle it.

- Motion by Mary Scroggs to declare surplus the old patio furniture so that it may be disposed of, seconded by Kathy Gardner; motion approved.

#### CONFIRMATION OF THE NEXT MEETING DATE

The next regular meeting of the Henry County Library System Board of Trustees will be on March 5, 2018 at 5:30 PM in the meeting room of the administration wing of the McDonough library.

- Motion by Kathy Gardner to enter Executive Session to discuss personnel matters, seconded by Kathy Gilbert; motion approved.

#### EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS

- Motion to leave Executive Session and reconvene regular meeting by Kathy Gilbert, seconded by Dr. Rita Bailey; motion approved.

#### ADJOURNMENT

- Motion by Kathy Gardner to adjourn the regular meeting, seconded by Mary Scroggs; motion approved.