

**HENRY COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
REGULAR MEETING, BOARD MINUTES DRAFT
DECEMBER 3, 2018**

- Indicates action taken

CALL TO ORDER

Kathy Gilbert called the meeting to order at 5:36 PM.

Present were Board members Kathy Gilbert (Secretary), Sandy McGarity (Treasurer) Kathy Gardner, Dr. Rita Bailey, and Mary Scroggs. Also present were Dr. Gordon Baker, library employees and members of the community

ADDITIONS/APPROVAL OF AGENDA

There were no additions to the agenda.

- Motion by Mary Scroggs to accept the agenda, seconded by Kathy Gardner; motion approved.

APPROVAL OF MINUTES

Lacking a quorum, there was no November meeting. The minutes of the most recent meeting, September 2018, were approved via electronic vote on November 7, 2018.

DIRECTOR'S REPORT

Library Director Kathy Pillatzki provided an update on staff and branch activities for the month of November. She has had several meetings with vendors regarding possible renovation projects to the Stockbridge and McDonough libraries. HCLS is on the proposed list for Major Repair and Renovation (MRR) grant money from the legislature via Georgia Public Library Service. She has requested a meeting with the County Manager and the County Facilities Manager regarding the matching funds that would be required. She also reported on meetings with Henry County BOC Chair June Wood and State House Representative-Elect El-Mahdi Holly. She will be making a presentation to the Board of Commissioners at their regular meeting on Tuesday, December 4, 2018.

- Motion by Sandy McGarity to accept the Director's report, seconded by Kathy Gardner; motion approved.

TREASURER'S FINANCIAL REPORTS

HCLS Business Manager Debra Morris reported that the library system is on budget for the halfway point of the fiscal year. The auditors have visited and we are awaiting their report.

OLD BUSINESS

There was a brief review of three items that were decided by electronic vote on November 7, 2018:

- Approval of the minutes of the September regular meeting. Motion by Kathy Gilbert to approve, seconded by Mary Scroggs; motion approved.
- HCLS holiday closure schedule for calendar year 2019. Motion by Kathy Gilbert to approve the schedule as presented by the Library Director, seconded by Mary Scroggs; motion approved.
- Addition of Birthday Leave as a paid benefit for all staff. Motion by Kathy Gilbert to approve, seconded by Mary Scroggs; motion approved.

NEW BUSINESS

Retirement of Library Board Chair Dr. Gordon Baker and selection of new Board Chair.

The Board of Education will meet on Monday, December 10 and at that time will appoint someone to fill the unexpired term of Dr. Gordon Baker on the Library Board of Trustees. Director Kathy Pillatzki reviewed parts of the HCLS Constitution and Bylaws relevant to Board officers and options for filling an officer's unexpired term.

- Motion by Sandy McGarity to name current Vice-Chair Dr. Rita Bailey as acting Chair until the regular officer elections in April 2019, 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 January 7, 2019 at 5:30 PM in the administrative meeting room.

ADJOURNMENT

- Motion by Kathy Gardner to adjourn the December 2018 meeting at 6:08 PM. Seconded by Mary Scroggs; motion approved.