

**HENRY COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
REGULAR MEETING, BOARD MINUTES DRAFT
May 6, 2019**

- Indicates action taken

CALL TO ORDER

Dr. Rita Bailey called the meeting to order @ 5:30 PM.

Board members present: Chair Dr. Rita Bailey, Vice-Chair Kathy Gilbert, Secretary Kathy Gardner, Treasurer Sharon Ponder, Mary Scroggs, Leslie Wantland.

Also present were library employees: Library Director Kathryn Pillatzki, Assistant Director Gail Evans, Assistant Director Pam Bagby, Business Manager Debra Morris, Marketing Manager Joy Caldwell, Financial Clerk Raquel Jefferys-McCray, and Secretary/Receptionist Aimee Leavitt. Sandy McGarity and Jane Mobley were also in attendance.

ADDITIONS/APPROVAL OF AGENDA

Agenda was revised to correct the date of the next meeting to June 3, 2019.

- Motion by Kathy Gilbert to approve the corrected agenda, seconded by Kathy Gardner; motion approved.

APPROVAL OF MINUTES

- Motion by Mary Scroggs to accept the April 8, 2019 minutes, seconded by Kathy Gilbert; motion approved.

DIRECTOR'S REPORT

Library Director, Kathryn Pillatzki went over staff activities in April. She attended the Henry County BOC meeting to answer questions regarding the Board of Regents Maintenance of Effort requirement for library funding, met with Mickie Jackson, editor of the Henry Times to discuss further partnership possibilities. She attended an orientation at the Fox Theater regarding the "Fox in a Box" traveling exhibit that will be on display at the McDonough library in 2020. She attended a meeting of HCLS Branch Managers and the all staff participated in a training day on April 12. The McDonough branch was closed because of excessive rainfall/flooding on April 19, resulting in the closure of Highway 81 for most of the day. She was a guest reader at Story on the Square for their Independent Bookstore Day celebrations and assisted with Games of Thrones Trivia night in Hampton on the 27th along with Joy Caldwell, Rodney McElveen, and volunteer Melissa Gonzalez.

- Motion by Kathy Gilbert to accept the director's report, seconded by Sharon Ponder; motion approved.

TREASURER'S FINANCIAL REPORTS

Debra Morris reported that a check was received from the Board of Education for their commitment to HCLS for Fiscal Year 2019. Impact fee payments from the County are up to date through April, in the amount of \$121,151, year to date. The County has not yet sent the check for \$115,000 that the Board of Commissioners authorized at their April 2, 2019 meeting.

- Motion by Mary Scroggs to accept the Treasurer's Report, Seconded by Kathy Gilbert; Motion approved.

OLD BUSINESS

Meeting room use policy discussed. Ms. Pillatzki mentioned that the policy is outdated and library activities and usage patterns have changed since it was adopted. The trustees discussed several options for updating the policy and decided on a fee scale for outside groups requesting the use of library meeting rooms. The Director will present a revised meeting room policy at the next regular meeting for the consideration of the Library Board.

NEW BUSINESS

Executive session for the purpose of the annual review of the Library Director.

- Motion by Kathy Gilbert to move into executive session for the purpose of the annual review of the Library Director, seconded by Mary Scroggs; motion approved.
- At the conclusion of the executive session, motion by Kathy Gardner to conclude the executive session and return to open meeting, seconded by Kathy Gardner; motion approved.
- Motion by Kathy Gilbert to resume regular session, seconded by Leslie Wantland; motion approved.
- Motion by Kathy Gilbert to authorize Dr. Rita Bailey to sign the Affidavit of Executive Session stating that the subject of the executive session was the annual review of the Library Director. Motion seconded by Mary Scroggs; motion approved and affidavit was executed and notarized by Jacqueline Johnson.

Vice-Chair Kathy Gilbert announced that the Board is extending Kathryn Pillatzki's position as Director of the Henry County Public Library System for another year.

Discussion of election of a Vice-Chair for the Library Board of Trustees:

The Commissioner Vivian Thomas has appointed a new representative to the Library Board; Kathy Gilbert will no longer represent District IV on the Library Board, creating a vacancy for the Vice-Chair. District II Trustee Mary Scroggs indicated that she would be willing to serve as Vice-Chair. There were no other nominees.

- Motion by Sharon Ponder to confirm Mary Scroggs as Vice-Chair of the Library Board of Trustees, seconded by Kathy Gardner; motion approved.

Board Chair Dr. Rita Bailey and Kathryn Pillatzki recognized retiring Library Board members Sandy McGarity and Kathy Gilbert. They were presented with plaques honoring their years of service.

CONFIRMATION OF THE NEXT MEETING DATE

The next regular meeting of the Library Board of Trustees will be on June 3, 2019 at 5:30 PM in the administrative meeting room of the McDonough library.

ADJOURNMENT

- Motion by Kathy Gilbert to adjourn the May 6, 2019 meeting, seconded by Kathy Gardner; motion approved.