

HENRY COUNTY LIBRARY SYSTEM

BOARD OF TRUSTEES

REGULAR MEETING

McDonough Library

Board Minutes, June 5, 2017, 5:30 PM

- Indicates action taken

CALL TO ORDER

The meeting was called to order by Dr. Gordon Baker at 5:33 PM.

Present were Library Board members Dr. Gordon Baker, Dr. Rita Bailey, Kathy Gilbert, Mary Scroggs, Sandy McGarity, and Sharon Ponder; Library Director Carolyn Fuller; library administrative staff Kathy Pillatzki, Pam Bagby, Joy Caldwell, Debra Morris, LaDonna Poole, Raquel Jeffreys-McCray, and Amanda Cox.

ADDITIONS/APPROVAL OF AGENDA

There were no additions or changes to the agenda.

- Motion to approve the agenda by Mary Scroggs, seconded by Kathy Gilbert; motion approved.

APPROVAL OF MINUTES

There were no additions or edits to the minutes of the April 10, 2017 meeting.

- Motion by Kathy Gilbert to approve the minutes of the April 10, 2017 meeting, seconded by Sandy McGarity; motion approved.

DIRECTOR'S REPORT

Carolyn Fuller provided a review of staff activities for April and May, including meetings, professional development classes, and community outreach. She also provided an update on the status of the long-range planning process.

- Motion by Kathy Gilbert to accept the Director's Report, seconded by Dr. Rita Bailey; motion approved.

TREASURER'S FINANCIAL REPORTS

There were no financial reports pending a discussion of the 2017-2018 budget.

COMMITTEE REPORTS

There were no committee reports.

OLD BUSINESS

Budget for 2017-2018

Carolyn Fuller, Kathy Gilbert and Kathy Pillatzki reviewed information from a budget meeting on May 1, 2017 with the County Manager, Assistant County Manager, and county Finance Director. The county's financial contribution to HCLS will remain static at the same amount as the 2016-2017 Fiscal Year. The County representatives encouraged the Library Board of Trustees to access the HCLS fund balance to provide raises for library staff for the 2017-2018 Fiscal Year. Carolyn Fuller provided two proposed budgets for 2018-2018 to the Library Board, one that provides a 5% wage increase for hourly staff, and one that provides a 7% wage increase for hourly staff. A surplus in the library system fund balance will be accessed to provide for the increase. Dr. Gordon Baker expressed concern that the salaried staff were not included in the wage increase. There was general discussion about the need to retain experienced staff and the length of time since the library staff has had a significant wage increase. It was also mentioned that a 7% increase still does not move library employees up to a pay rate that is equitable with comparable positions within county government. The need for an independent wage study was also discussed. HCLS Business Manager Debra Morris stated that a 7% wage increase would be possible, while still maintaining two months' of operational expenses in the fund balance.

- Motion by Kathy Gilbert to accept with great sadness the budget that only allows for a 7% wage increase for hourly staff, seconded by Dr. Rita Bailey; motion approved.

NEW BUSINESS

System Services Grant Waiver Request

Carolyn Fuller explained that the board has the option of converting one state-paid position (leaving it unfilled) and using the funds for other operating expenses. This requires a request to Georgia Public Library Service for a system services grant waiver. Currently HCLS has four positions, based on population, that are state-paid by System Services Grants, one of which is

currently vacant. There was some discussion of how long it would take for the population of Henry County to qualify HCLS for a fifth state-paid position, which was determined to be well in the future and not guaranteed. Carolyn Fuller did not recommend seeking the waiver but rather filling the vacant state-paid position.

- Motion by Sandy McGarity not to apply for a system services grant waiver, seconded by Kathy Gilbert; motion approved.

Digital Library Card for Henry County Students

Carolyn Fuller announced that HCLS will be part of a three-system pilot project to make digital-access-only library cards available to K-12 students starting the fall, in order to allow more direct access from the school to the HCLS digital collection. These cards will allow access to HCLS online resources but not print materials. HCLS staff are currently consulting with the school system about parental permission and other details before the pilot launches in the fall of 2017. No board action was needed.

Evaluation of the Director

- Motion by Kathy Gilbert to move to executive session in order to conduct the Director's annual review, seconded by Dr. Rita Baily, motion approved.

Executive session lasted from 6:15 to 6:25.

- Motion by Kathy Gilbert to return to regular session, seconded by Sandy McGarity; motion passed.

CONFIRMATION OF NEXT MEETING DATE

The Board determined that there is no need for a July 2017 meeting. The next regular meeting of the HCLS Board of Trustees will be August 7, 2017.

- Motion by Kathy Gilbert to eliminate the July meeting and hold the next regular meeting of the HCLS Board of Trustees on August 7, 2017, seconded by Sandy McGarity; motion approved.

ADJOURNMENT