

**HENRY COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
REGULAR MEETING, BOARD MINUTES DRAFT
September 10, 2018**

- Indicates action taken

CALL TO ORDER

Dr. Gordon Baker called the meeting to order at 5:31 PM.

Present were Board members Dr. Gordon Baker (Board Chairman), Kathy Gilbert (Secretary), Kathy Gardner, Sharon Ponder, Mary Scroggs. Also present were library employees Gail Evans, Pam Baby, Rodney McElveen, Amanda Cox, Debra Morris, Joy Caldwell, Aimee Leavitt, Raquel Jeffreys-McCray, and Library Director Kathy Pillatzki.

ADDITIONS/APPROVAL OF AGENDA

There were no additions to the agenda.

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

APPROVAL OF MINUTES

- Motion by Kathy Gilbert to accept the amended August 6, 2018 minutes to add the name of a Board member whose name was inadvertently left out of the list of those in attendance. Seconded by Kathy Gardner; motion approved.

DIRECTOR'S REPORT

Library Director Kathy Pillatzki provided an update on staff and branch activities for the month of August. Attendance was high at special events in conjunction with the Harry Potter traveling exhibit on loan from the National Institutes of Health and the National Library of Medicine. She commended marketing staff Joy Caldwell and Melissa Gonzalez for their extra work in coordinating the exhibit and related events. The traveling exhibit from Georgia Public broadcasting for The Great American Read was hosted by the McDonough library and resulted in some good public relations opportunities. The final budget for Fiscal Year 2018 has been submitted to Georgia Public Library Service and the Director is on track to complete the Annual Report by the end of this week.

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

TREASURER'S FINANCIAL REPORTS

There were no financial reports this month. A summary will be available following the annual audit.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Library Director Kathy Pillatzki presented a draft of a new Extended Services Policy. This policy will clarify some information that is touched on in other policies but not presented clearly. The Director feels that the adoption of a specific policy to clarify the Library System's intention to provide services beyond the physical library facilities will put us in compliance with Georgia Public Library Services requirements. Kathy Gilbert requested that language be added to specify that the new policy includes outreach services to Senior Centers and other locations that serve senior citizens.

- Motion by Kathy Gilbert to approve the Extended Services Policy with the addition of language to add senior services. Seconded by Mary Scroggs; motion approved.

HCLS Network Administrator Amanda Cox presented a list of computer equipment that has outlived its useful life and has been withdrawn from service. She requested that the Library Board declare the equipment surplus so that it may be disposed of. She identified six computer monitors on the list that are still functional but are not needed by HCLS any longer. She requested that those monitors be made available for purchase to library staff at a reasonable price to be set by the IT department; all staff will be notified of the availability of the six monitors; if the number of staff interested in purchasing a monitor exceeds the number of available monitors, a drawing will be held to determine which employees will be able to purchase a monitor. Director Kathy Pillatzki commended the IT Department for their conscientious use of library resources and for making the equipment last as long as it did.

- Motion by Kathy Gilbert to declare the listed equipment surplus and to make the six computer monitors available to the staff for purchase, via the method described by Amanda Cox. Seconded by Mary Scroggs; motion approved.

CONFIRMATION OF THE NEXT MEETING DATE

The next regular meeting of the Henry County Library System Board of Trustees will be October 1, 2018 at 5:30 PM in the administrative meeting room.

ADJOURNMENT

- Motion by Kathy Gardner to adjourn the September 10, 2018 meeting at 6:08 PM. Seconded by Sharon Ponder; motion approved.