

HENRY COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
REGULAR MEETING MINUTES
January 4, 2021

- *Indicates action taken*

CALL TO ORDER

Dr. Rita Bailey called the meeting to order at 5:39 PM.

In attendance: Chair Dr. Rita Bailey, Vice Chair Mary Scroggs, Anne Franklin, Chet Ivey. Leslie Wantland participated via video. Treasurer Sharon Ponder notified the Director ahead of time that she had a work conflict. Secretary Kathy Gardner was out of town.

Also in attendance: Library Director Kathryn Pillatzki and HCLS Business Manager Debra Morris

ADDITIONS/APPROVAL OF AGENDA

Chet Ivey noticed the date at the top of the agenda was incorrect; 2020 was changed to 2021. Kathy Pillatzki requested the addition of an agenda item under New Business to discuss paid leave and work from home options for library staff.

- Motion by Anne Franklin to accept the amended agenda, Seconded by Chet Ivey; motion approved.

APPROVAL OF MINUTES

- Motion by Mary Scroggs to accept the November 2, 2020 minutes, seconded by Chet Ivey; motion approved. (There was no meeting in December, 2020.)

DIRECTOR'S REPORT

The Library Director provided an update on the current library service levels and staff activities for November and December, 2020. She attended a number of virtual meetings including the statewide Directors' meetings, PINES membership meeting, and Georgia Library Association meeting.

The Director also reported that usage of a new service, tutor.com., has been slow to start, but the library system has taken out paid print ads to run in the Henry Times in January, and the school system has delayed the return to in-person classes until late January. Those factors should increase usage of the service.

The State Librarian, Julie Walker, has been working to get public library staff classified as essential workers under the COVID-19 vaccine administration schedule. Since public libraries are under the Board of Regents for state purposes, library staff would be

considered “educational faculty and staff,” which puts us in category 1B for vaccine priority.

The Henry County Board of Commissioners meets on Wednesday, Jan. 6. On their agenda is the reappointment to the Library Board of Trustees of Sharon Ponder (BOC Chair appointee), Mary Scroggs (District 1), Kathy Gardner (District 2) and Anne Franklin (District 3). The Director will watch the virtual meeting and notify the Library Board when the appointments are approved. At their December meeting, the Henry County Board of Education reappointed Leslie Wantland for a full 4-year term.

- Motion by Mary Scroggs to accept the director’s report, Seconded by Anne Franklin; motion approved.

TREASURER’S FINANCIAL REPORTS

HCLS Business Manager Debra Morris presented a financial report. At the mid-point of the Fiscal Year, we are understandably over budget on some items such as cleaning supplies, and under budget on items such as travel and professional development. In most categories, we are where we would expect to be at this point in the year.

- Motion by Chet Ivey to accept the Treasurer’s Report, seconded by Mary Scroggs; motion approved.

OLD BUSINESS

There was no old business.

NEW BUSINESS

The Director presented a draft Crisis Communication Plan for HCLS. The plan identifies members of a crisis communication team, and outlines specific steps to be taken in the event of a crisis that disrupts normal operations. The Director summarized the plan and asked the Trustees to review the document and make any suggestions at the next meeting. This will be reviewed at the next meeting under Old Business. Chet Ivey asked about any emergency training the staff have had. He requested that the library staff find out if our security system has the option of a “panic button” at public service points. The Business Manager will follow up on that.

The Director also shared a list of proposed early voting dates at the Hampton and Locust Grove libraries. The Board members expressed concern about the effect of these dates on our ability to deliver library services. Library Board Chair Dr. Rita Bailey stated that she would contact elections officials to express these concerns.

The Director shared with the Trustees that the federal Families First Coronavirus Response Act expired on December 31, 2020. This piece of legislation required us to

provide paid leave to staff who could not work for reasons related to COVID-19. There are still three library employees covered by Governor Kemp's shelter-in-place order due to preexisting health conditions. Those employees are working from home and have been very diligent in documenting their work. In addition, there have been staff members who, due to known exposure to COVID-19 or diagnosed COVID-19 with only mild symptoms, have requested that they be allowed to work from home while quarantining. There was a discussion about the kinds of work that can be done remotely, and the pros and cons of allowing work from home vs. requiring staff to use sick or vacation leave to cover their absences. The Board of Trustees was in agreement that work from home assignments could continue for now, but with more structured expectations. The Director stated that she had participated in some training on this topic as part of the December virtual Directors' meeting, and she would review the training topics and create a work-from-home agreement that will have to be signed by any staff member requesting to work remotely.

All three items under New Business were for discussion only; no motions were made.

CONFIRMATION OF THE NEXT MEETING DATE

The next regular meeting of the Henry County Library System Board of Trustees will be on Monday, February 1, 2021 at 5:30 PM in the administration meeting room of the McDonough library.

ADJOURNMENT

- Motion by Mary Scroggs to adjourn the January 4, 2021 meeting, Seconded by Chet Ivey; Motion approved.