

**HENRY COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
REGULAR MEETING, BOARD MINUTES DRAFT
October 4, 2021**

- *Indicates action taken*

CALL TO ORDER

Dr. Rita Bailey called the meeting to order at 5:31 PM.

In attendance: Chair Dr. Rita Bailey, Vice Chair Mary Scroggs, Treasurer Sharon Ponder, Anne Franklin, Chet Ivey, and Leslie Wantland; library employees Director Kathryn Pillatzki and Administrative Assistant Aimee Leavitt.

ADDITIONS/APPROVAL OF AGENDA

- Motion by Sharon Ponder to accept the agenda, seconded by Anne Franklin; motion approved.

APPROVAL OF MINUTES

- Motion by Anne Franklin to accept the August 2, 2021 minutes, seconded by Mary Scroggs; motion approved.

DIRECTOR'S REPORT

The Library Director reported on branch and staff activities for August and September, 2021. Several staff members will be participating in conferences and continuing education opportunities in October. The annual report was submitted on time. HCLS has received two ARPA grants, one for the purchase of digital books, and one for the purchase of self-check-out machines for each branch.

- Motion by Mary Scroggs to accept the Director's report, seconded by Chet Ivey; motion approved.

TREASURER'S FINANCIAL REPORTS

The financial team is preparing for the annual auditors visit.

- Motion by Mary Scroggs to accept the Treasurer's Report, seconded by Leslie Wantland; motion approved.

OLD BUSINESS

Service level update: The Henry County Library System is requiring masks, doing temperature checks, limited number of patrons in the buildings, and enforcing a one-hour per person per day time limit at each branch, which follows the county buildings entry policy. The Board declined to make any changes in service levels at this time.

NEW BUSINESS

Staff training day on Friday, October 15.

The board voted to cancel the staff-training day set for Friday, October 15 allowing the branches to be open for normal services per current policies.

- Motion by Chet Ivey to accept the cancellation of the October 15, 2021 staff-training day, seconded by Leslie Wantland; motion approved.

Booster vaccinations.

The Board voted to continue to allow staff to have up to 4 hours of paid leave to get a booster vaccination along (same as the first and second vaccinations).

- Motion by Mary Scroggs to approve 4 hours paid leave for staff to receive booster vaccinations, seconded by Leslie Wantland; motion approved.

Approval of holiday closure schedule for calendar year 2022.

- Motion by Mary Scroggs to accept the holiday closure schedule for calendar year 2022, seconded by Anne Franklin; motion approved.

CONFIRMATION OF THE NEXT MEETING DATE

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

ADJOURNMENT

- Motion by Mary Scroggs to adjourn the October 4, 2021 meeting, seconded by Sharon Ponder; motion approved.