

**HENRY COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
REGULAR MEETING MINUTES - DRAFT
November 2, 2020**

- *Indicates action taken*

CALL TO ORDER

Dr. Rita Bailey called the meeting to order at 5:41 PM.

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

Also in attendance: Library Director Kathryn Pillatzki and Secretary/Receptionist Aimee Leavitt.

ADDITIONS/APPROVAL OF AGENDA

- Motion by Kathy Gardner to accept the agenda, Seconded by Anne Franklin; motion approved.

APPROVAL OF MINUTES

- Motion by Anne Franklin to accept the September 14, 2020 minutes, seconded by Kathy Gardner; motion approved.

DIRECTOR'S REPORT

The Library Director provided an update on the current status of reopening to the public Monday-Friday. She reviewed the current number of new COVID-19 cases in Henry County, and safety measures the staff are taking. The Board was in agreement that the current service level is appropriate for conditions and that due to staffing issues it would not be feasible to add weekend hours at this time.

The Director presented the results of independent air quality testing performed by Eagle Indoor Air and ServPro of Henry County at the Fairview Library. The summary stated that, "Remediation efforts have been made inside the library. No visible mold was noted, and ambient air sampling shows that indoor fungal particulate levels are lower than or comparable to outside concentrations. I see no reason to suspect further mold issues in the tested areas at this time." There is no need for any further repair or remediation.

The Director also reviewed special activities the libraries are providing in lieu of in-person library programs and classes, including take-home cooking kits and STEM/STEAM activities, and drive-in storytimes using an FM transmitter. In addition, HCLS has purchased and cataloged 55 WiFi hotspots that can be checked out by patrons. On November 9, the library system will launch tutor.com., a live, online tutoring

services that patrons will be able to access from 3:00 PM to 10:00 PM, 7 days a week. PINES has also added a feature that issues a digital-only library card online with no wait.

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

TREASURER'S FINANCIAL REPORTS

There were no new financial reports at this time. The HCLS Business Manager is out on medical leave until at least the end of November. The Director recognized HCLS Financial Clerk Raquel Jeffreys-McCray for managing all the business and financial functions of the library system in her absence, and commended the Business Manager for providing thorough training that allowed Raquel to continue to carry out payroll, accounts payable, and all other all financial functions of the library system without interruption.

OLD BUSINESS

An update on the status of repairs to the Fairview building following a water leak was included in the Director's report.

NEW BUSINESS

The Director presented a proposed schedule of holiday closure dates for the 2021 calendar year

- Motion by Mary Scroggs to accept the Henry County Library System's holiday closures dates for calendar year 2021 as presented, 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, December 7, 2020 at 5:30 PM in the administration meeting room of the McDonough library.

ADJOURNMENT

- Motion by Mary Scroggs to adjourn the November 2, 2020 meeting, Seconded by Chet Ivey; Motion approved.