

**HENRY COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES  
REGULAR MEETING, BOARD MINUTES  
December 2, 2019**

- Indicates action taken

#### CALL TO ORDER

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

Present were: Chair Dr. Rita Bailey, Vice Chair Mary Scroggs, Treasurer Sharon Ponder, Leslie Wantland. Kathy Gardner was unable to attend due to recent surgery.

Also present were library employees: Library Director Kathryn Pillatzki, Assistant Director Gail Evans, Assistant Director Pam Bagby, Network Administrator Amanda Cox, Financial Clerk Raquel Jeffreys-McCray, Secretary/Receptionist Aimee Leavitt, and members of the public.

#### ADDITIONS/APPROVAL OF AGENDA

- Motion by Mary Scroggs to accept the agenda, Seconded by Sharon Ponder; motion approved.

#### APPROVAL OF MINUTES

A change was made to the October 2019 minutes to correct a minor misspelling. (There was no meeting in November, 2019 due to lack of new business at that time.)

- Motion by Sharon Ponder to accept the corrected October 7, 2019 minutes, seconded by Mary Scroggs; motion approved.

#### DIRECTOR'S REPORT

Library Director Kathy Pillatzki reported on staff activities for October and November including staff training and conference attendance. She also provided an update on branch activities, First Friday events, and planning for the Fairy Tale Festival that is tentatively scheduled for September, 2020.

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

## TREASURER'S FINANCIAL REPORTS

The HCLS Business Manager is on vacation; in her absence the Director and Financial Clerk provided a brief summary of financial activity. The transfer of funds to Georgia Fund 1 that was approved at the October 2019 meeting is complete. Auditors were on-site on Nov. 20. They completed their work and the Business Manager responded to a few follow-up questions. We are waiting for their final report. The October book sale raised approximately \$500.

- Motion by Sharon Ponder to accept the Treasurer's report, seconded by Mary Scroggs; motion approved.

## OLD BUSINESS

There was no old business.

## NEW BUSINESS

Library Director Kathy Pillatzki presented a comparison of bids from vendors for two pending renovation projects. She explained that the quotes received are not exact point-by-point comparisons because the vendors differed on the best solutions and products to remediate problem areas in each situation

The Board reviewed bids from four vendors to provide a lighting upgrade to the McDonough library.

- Motion by Leslie Wantland to approve the proposal from Energy Harness to receive the lighting contract, seconded by Mary Scroggs; motion approved.

The Board review bids from four vendors for flooring replacement at the Cochran library.

- Motion by Mary Scroggs to approve Option 4 of the proposal from J&J Flooring to receive the flooring contract, seconded by Sharon Ponder; 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, January 6, 2020 at 5:30 PM in the administration meeting room at the McDonough library.

## ADJOURNMENT

- Motion by Mary Scroggs to adjourn the December 2, 2019 meeting, seconded by Sharon Ponder; motion approved.