

**HENRY COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES**  
**REGULAR MEETING, BOARD MINUTES**  
**February 3, 2020**

- *Indicates action taken*

**CALL TO ORDER**

Vice Chair Mary Scroggs called the meeting to order at 5:32 PM.\*

In attendance: Vice Chair Mary Scroggs, Secretary Kathy Gardner, Treasurer Sharon Ponder, Anne Franklin, and Leslie Wantland.

\*Chair Dr. Rita Bailey was out of town; Vice Chair Mary Scroggs chaired the meeting in her absence.

Also in attendance: Library Director Kathryn Pillatzki, Assistant Director Dr. Adam Townes, Assistant Director Gail Evans, Assistant Director Pamela Bagby, Business Manager Debra Morris, and Secretary/Receptionist Aimee Leavitt, and community member Kathy Gilbert.

**ADDITIONS/APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

- Motion by Kathy Gardner to accept the January 6, 2020 minutes, seconded by Sharon Ponder; motion approved.

**DIRECTOR'S REPORT**

Kathy Pillatzki provided an update on staff and branch activities for January 2020, highlighting the library system's preparations for the 2020 Census. She also reviewed a new system for tracking library usage and statistics.

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

**TREASURER'S FINANCIAL REPORTS**

There were no new reports for this month.

## **OLD BUSINESS**

There was no old business to discuss.

## **NEW BUSINESS**

*Report from Kathy Gilbert on plans for The Friends of Henry County Libraries, Inc.:*

Ms. Gilbert introduced herself and shared some ideas on how to rebuild the Friends of the Henry County Libraries. She is willing to head efforts to increase membership and get a slate of officers established by the end of March. She asked each library Trustee to nominate someone from their district to serve as a representative to the Friends.

Mary Scroggs took this time to introduce the newest board member, Anne Franklin, who was appointed by District 3 Commissioner Gary Barham to fill the unexpired term of Jane Mobley.

*FY2020 Budget:*

The Director presented the budget request to the county that was submitted for FY 2020. She will update the Board members when she hears when the library system's budget hearing will be held.

*Update on status of MRR grant projects:*

The lighting upgrade for the McDonough library will begin on Thursday, Feb. 6 and is expected to take three business days. The replacement of carpet at the Cochran branch will begin on March 11. The branch will be closed beginning March 9 to allow the staff time to remove computer equipment, and small items before the movers come on the 11<sup>th</sup>. County maintenance will also be doing some interior painting March 9<sup>th</sup> and 10<sup>th</sup>. The actual flooring replacement will take approximately one week. The branch will be closed approximately two weeks total, to allow time at the beginning and end of the project to remove and reinstall computers, displays, and small furniture and fixtures.

*Use of extra MRR grant funds to replace carpet in Fortson Library meeting room:*

The lighting upgrade at the McDonough branch came in under budget. The Library Director spoke with the grant administrator from Georgia Public Library Service, Nathan Rall, who advised that the surplus funds can be spent on another needed library renovation project. The next priority item for renovation is replacement of the flooring in the meeting room of the Fortson library. A quote was received from J+J Flooring to replace the carpet in the Fortson meeting room with Kinetex tile for \$6,509.72 (J+J is the existing vendor for the Cochran flooring replacement. Mr. Rall confirmed that if the Library Board is happy with the work by J+J, the Fortson project can be added on without the need to get quotes from multiple vendors.)

- Motion by Leslie Wantland to approve J+J Flooring to replace the carpet in the Fortson Library meeting room with Kinetex tile, for the amount of \$6,509.72, seconded by Sharon Ponder; motion approved.

*Update on Strategic Plan:*

Director Kathy Pillatzki reviewed progress on the HCLS 2017-2020 Strategic Plan. The library system has completed all of the goals and objectives that could be achieved without an increase in local funding. Since funding from Henry County has been static for several years, the remaining items cannot be accomplished within the timespan covered by the Strategic Plan. On the advice of Assistant State Librarian Ben Carter, those items have been marked “undeliverable”. There followed a discussion of options for creating a new strategic plan. The 2017-2020 plan was created with the input of focus groups led by an outside consultant. There is also the option of using the Rapid Results Method, which is currently the standard for public libraries. The RRM will likely be less expensive and take less time than traditional methods. The Library Board advised the Director to research the Rapid Results Method and provide more details at the March meeting.

### **CONFIRMATION OF THE NEXT MEETING DATE**

The next regular meeting of the Henry County Library System Board of Trustees will be on Monday, March 2 at 5:30 PM in the administrative meeting room of the McDonough library.

### **ADJOURNMENT**

- Motion by Leslie Wantland to adjourn the February 3, 2020 meeting, seconded by Kathy Gardner; motion approved.