

**HENRY COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
REGULAR MEETING, BOARD MINUTES DRAFT
March 4, 2019**

- Indicates action taken

CALL TO ORDER

Dr. Rita Bailey called the meeting to order at 5:30 PM.

Present were board members: Dr. Rita Bailey, Kathy Gilbert, Kathy Gardner, Mary Scroggs, Sharon Ponder, and Leslie Wantland. (Sandy McGarity sent her regrets as she is out of town.)

Also present were library employees: Director Kathy Pillatzki, Gail Evans, Pam Bagby, Rodney McElveen, Amanda Cox, Debra Morris, Joy Caldwell, and Aimee Leavitt; Friends of the Library co-chair Cara Edwards, and Assistant State Librarian Ben Carter.

ADDITIONS/APPROVAL OF AGENDA

Dr. Rita Bailey requested that the agenda be amended to include a presentation by Cara Edwards on behalf of the Friends of Henry County Libraries, Inc.

- Motion by Kathy Gilbert to accept the amended agenda, seconded by Mary Scroggs; motion approved.

APPROVAL OF MINUTES

- Motion by Mary Scroggs to accept the minutes of the January 7, 2019 regular meeting, seconded by Kathy Gilbert; motion approved. (There was no meeting in February 2019.)

Friends of the Henry County Libraries, Inc. co-chair Cara Edwards presented a slideshow of Friends activities and goals.

DIRECTOR'S REPORT

Library Director Kathy Pillatzki presented a brief overview of professional activities and branch highlights for January and February. She thanked the members of the Library Board for their support during her father's recent illness and funeral, and commended the administrative staff and library managers for keeping the libraries running smoothly in her absence. She also commended the manager and staff of the Fairview library for their calm, professional demeanor in deescalating a difficult situation that recently occurred at their branch.

- Motion by Kathy Gilbert to commend Phoenix Light, Branch Manager of the Fairview Library, the Fairview Library staff, and Library Director Kathy Pillatzki for leadership and

professionalism in their management of a challenging situation. Motion seconded by Mary Scroggs; motion approved.

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

TREASURER'S FINANCIAL REPORTS

HCLS Business Manager Debra Morris presented a financial report. Expenditures are as expected for this point in the Fiscal Year, and the county recently sent an installment of the library system's portion of Impact Fees. We are still expecting the full audit report from the county, although we have been notified that the library system had no findings.

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

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OLD BUSINESS

There was no old business.

NEW BUSINESS

Director's annual review: Kathy Pillatzki provided a copy of the form used to evaluate administrative staff. She advised that the Library Board may use that form or any tool of their choice to evaluate the Director. The Board will prepare the Director's annual review and it will be presented to the Director in an executive session at the regular Library Board meeting in May.

Library Board Chair Dr. Rita Bailey asked for volunteers to be on the Nominating Committee in advance of election of officers at the April meeting. This committee will present a slate of recommended officers at the April meeting. Kathy Gilbert, Kathy Gardner, and Mary Scroggs were appointed to the nominating committee.

CONFIRMATION OF THE NEXT MEETING DATE

April 8, 2019

ADJOURNMENT

- Motion by Kathy Gilbert to adjourn, seconded by Kathy Gardner; motion approved

*Meeting was immediately followed by a Trustee Training session presented by Ben Carter, Assistant State Librarian for Library Development.