

**HENRY COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
REGULAR MEETING, BOARD MINUTES ACTION ITEMS
April 12, 2021, 5:30 PM**

- *Indicates action taken*

CALL TO ORDER

Dr. Rita Bailey called the meeting to order at 5:32 PM.

In attendance: Chair Dr. Rita Bailey, Vice Chair Mary Scroggs, Secretary Kathy Gardner, and Leslie Wantland via video.

Also in attendance: Library Director Kathryn Pillatzki, Assistant Director Pamela Bagby, and Secretary/Receptionist Aimee Leavitt.

ADDITIONS/APPROVAL OF AGENDA

Dr. Bailey had a family emergency that required her to leave by 6:30. She requested that the Executive Session to discuss the Director's annual review be moved to take place after the approval of the minutes from March 1.

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

APPROVAL OF MINUTES

- Motion by Kathy Gardner to accept the March 1, 2021 minutes, seconded by Mary Scroggs; motion approved.

EXECUTIVE SESSION

- Motion by Mary Scroggs to move to executive session at 5:34 PM, seconded by Leslie Wantland; motion approved. The purpose of the Executive Session was to discuss and present the Director's annual review and salary. The Director was given the opportunity to review the Board's comments and to ask questions.
- Motion by Mary Scroggs to approve the Director's annual salary, seconded by Kathy Gardner, motion approved.
- Motion by Mary Scroggs to delegate signatory authority to the Director for FY22, seconded by Leslie Wantland, motion approved.
- Motion by Kathy Gardner to end the Executive Session and return to Regular Session at 6:02 PM, seconded by Mary Scroggs; motion approved.

The Affidavit of Executive Session was signed and notarized (see attached).

REGULAR SESSION, CONTINUED

- Motion by Leslie Wantland to make the election of officers the next agenda item, due to Dr. Bailey's schedule, seconded by Mary Scroggs; motion approved.

OLD BUSINESS - ELECTION OF LIBRARY BOARD OFFICERS

The Nominating Committee, led by Leslie Wantland, presented the following slate of officers for consideration:

Chair: Dr. Rita Bailey

Vice Chair: Mary Scroggs

Secretary: Kathy Gardner

Treasurer: Sharon Ponder

There were no other nominations.

- Motion by Leslie Wantland to elect the slate of officers as presented, seconded by Kathy Gardner; motion approved.

DIRECTOR'S REPORT

The Director presented an update on staff and branch activities for March 2021.

She shared the results of an anonymous staff survey regarding vaccination status.

Approximately 75% of the staff have either received their first dose or have appointments to do so. She reported that as of April 8, Governor Kemp's mandatory Shelter in Place Order has been lifted for medically vulnerable individuals. At this time, all staff are back at work in person. The Board members were in agreement that with the SIP order lifted, and with the availability of multiple vaccine options, we will not currently offer work from home options for COVID-related absences, but affected staff will need to use accrued sick or vacation time. This may be subject to change if there is a surge in new cases or variants in our area. The Director will continue to monitor current data and CDC recommendations and update the Board as needed.

She also reported that the County Finance Manager has informed her that library funding for FY22 will remain the same as FY21. The Library Director was not given an opportunity to present a budget request to county officials or to discuss library needs.

The Director presented information about the adult Summer Reading challenge and discussed options for completion incentives.

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

TREASURER'S FINANCIAL REPORTS

The Director provided the AUP (Agreed Upon Procedures) report for FY20 from Mauldin & Jenkins. This is not the final audit report, but a supplemental report required by GPLS to test compliance with state grant requirements. HCLS was confirmed to be in compliance on all tested measures. The full audit is still pending, as part of the county's audit, but the representative from Mauldin & Jenkins has indicated via email that he expects to find no problems with the library system's portion of the county audit.

OLD BUSINESS

Election of officers: moved by vote to earlier in the meeting.

NEW BUSINESS

Cancellation of the Staff Training Day on April 16

The Board had previously voted to close all locations on Friday, April 16 for staff training, Due to COVID-19 safety measures, and the availability of virtual training opportunities, it was determined that this closure was not necessary and a large group gathering would be contraindicated by public health recommendations.

- Motion by Kathy Gardner to cancel the Staff Training Day and have all branches open for regular service hours on April 16, 2021, seconded by Leslie Wantland; motion approved.

Election of officers, moved by vote to earlier in the meeting.

Executive Session for the Director's annual review, moved by vote to earlier in the meeting.

CONFIRMATION OF THE NEXT MEETING DATE

The next regular meeting of the Henry County Library System Board of Trustees will be on Monday, May 3 at 5:30 PM in the administration meeting room of the McDonough library.

ADJOURNMENT

- Motion by Mary Scroggs to adjourn the April 12, 2021 meeting, seconded by Kathy Gardner; motion approved.