

**HENRY COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES  
CALLED MEETING, DRAFT MINUTES  
May 18, 2020**

- Indicates action taken

**CALL TO ORDER**

Dr. Rita Bailey called the meeting to order at 5:33 PM

In attendance: Chair Dr. Rita Bailey, Vice Chair Mary Scroggs, Treasurer Sharon Ponder, Leslie Wantland. Also in attendance: Library Director Kathryn Pillatzki, Business Manager Debra Morris, and Secretary/Receptionist Aimee Leavitt.

**ADDITIONS/APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

(The regular meetings for April, 2020 and May, 2020 were cancelled due to COVID-19 outbreak.)

- Motion by Mary Scroggs to accept the March 2, 2020 minutes, seconded by Sharon Ponder; motion approved.

**DIRECTOR'S REPORT**

Director Kathy Pillatzki provided an update on staff and branch activities for March and April. This included steps to secure the buildings during the extended closure, measures taken to protect the health and safety of staff and patrons, work completed by administrative staff during the closure, and professional development activities completed by all staff. She provided an update on grants available to offset the cost of COVID-19. There was also a discussion of early voting at the Hampton and Locust Grove branches the first week of June. The Library Board directed that those branches should not be open for library business at times that the libraries are in use for early voting and that the staff at those branches should be given alternate work assignments.

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

## **TREASURER'S FINANCIAL REPORTS**

There were no new financial reports and budget information will be provided in the budget discussion under new business.

## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

### *Adoption of budget for Fiscal Year 2021*

Director Kathy Pillatzki and Business Manager Debra Morris reported that the projected cuts to library funding at the state level have been applied to the materials budget and the System Services Grant that is used for staff travel expenses. Reductions are estimates because the state legislature will not adopt a final budget for Fiscal Year 2021 until they reconvene in mid-June. The county finance department has indicated that library funding from the Henry County Board of Commissioners will be held flat at last year's rate, and they will reconsider adding funding for Saturday library service at mid-year. The BOC has also not adopted an official budget for FY21. Therefore, the budget proposed at this meeting of the Library Board of Trustees is based on estimates and may be amended at a later date when actual revenues can be more accurately determined.

HCLS Business Manager Debra Morris presented a proposed a budget for Fiscal Year 2021 in the amount of \$2,966,623. This reflects estimated funding from state and local sources, and other established revenue sources such as fines and fees. It does not include staff raises, and most vacant position will be frozen for now. The budget presentation specified the Library Director's salary for FY21.

- Motion by Mary Scroggs to accept the budget for Fiscal Year 2021 as presented, seconded by Sharon Ponder; motion approved.

### *Appointment of Nominating Committee / Election of Officers*

Annual election of Library Board officers has been delayed by the cancellation of the April, 2020 regular meeting and May, 2020 regular meeting due to the Governor's Shelter-in-Place Executive Order. Leslie Wantland was appointed as head of the Nominating Committee. Other

committee members are Anne Franklin and Chet Ivey. They are to present a slate of officers to be voted on at the regular meeting on June 1, 2020.

*Review of requested change to the HCLS Personnel Policy*

Library Director Kathy Pillatzki requested the removal or modification of a clause in the HCLS Personnel Policy that states that an employee of HCLS cannot be considered for an internal vacancy until they have been in their current position for at least one year. This clause was added to the policy in 2017 and has had some unintended consequences, including limiting opportunities for experienced staff.

- Motion by Sharon Ponder to reduce the amount of time an employee must be in their current position before they can be considered for another position from one year to six months, seconded by Leslie Wantland; motion approved.

*Review of possible addition to Patron Conduct Policy*

Library Director Kathy Pillatzki proposed an addition to the HCLS Patron Conduct Policy stating that library visitors may be required to wear face masks during a recognized public health crisis, that the number of visitors in the library at one time may be limited, and that the amount of time visitors can remain in the building may be limited. These requirements and limits will be enacted at the discretion of the Library Director and based on the best available scientific data regarding infection rates and transmission methods.

- Motion by Mary Scroggs to accept the addition to the HCLS Patron Conduct Policy as recommended by the Director, seconded by Sharon Ponder; motion approved.

*Review of possible change to HCLS Personnel Policy regarding the staff dress code*

Library Director Kathy Pillatzki requested an addition to the HCLS Personnel Policy, regarding the employee dress code. The addition states that library staff may be required to wear face masks during a recognized public health crisis, at the discretion of the Library Director and based on infection data from reputable scientific sources.

- Motion by Sharon Ponder to accept the change to the HCLS Personnel Policy to require library staff to wear face masks during a public health crisis, seconded by Leslie Wantland; motion approved.

*Executive session for the purpose of the Director's Annual Review*

- Motion by Mary Scroggs to enter executive session for the purpose of the Library Director's annual review, seconded by Sharon Ponder; motion approved.  
The Library Board discussed the Director's annual review and presented the results to the Director (see attached, notarized closed meeting affidavit).
- Motion by Mary Scroggs to accept the Director's review, seconded by Sharon Ponder; motion approved.
- Motion by Mary Scroggs to end the executive session and return to regular session, seconded by Sharon Ponder; motion approved.

**CONFIRMATION OF NEXT MEETING DATE**

The next regular meeting of the Henry County Library System Board of Trustees will be on Monday, June 1, 2020 at 5:30 PM in the administrative meeting room of the McDonough library.

**ADJOURNMENT**

- Motion by Mary Scroggs to adjourn the May 18, 2020 called meeting, seconded by Sharon Ponder, motion approved.