

**HENRY COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
REGULAR MEETING, BOARD MINUTES
June 3, 2019**

- Indicates action taken

CALL TO ORDER

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

Present were: Board Chair Dr. Rita Bailey, Vice-Chair Mary Scroggs, Secretary Kathy Gardner, Treasurer Sharon Ponder, Leslie Wantland, and Maria Ocampo.

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

ADDITIONS/APPROVAL OF AGENDA

- Motion by Leslie Wantland to accept the agenda, seconded by Mary Scroggs; motion approved.

APPROVAL OF MINUTES

- Motion by Mary Scroggs to accept the May 6, 2019 regular minutes, seconded by Kathy Gardner; motion approved.

Dr. Rita Bailey took this time to welcome the new board members, Jane Mobley (not present) and Maria Ocampo to the Henry County Library System Board of Trustees.

DIRECTOR'S REPORT

The Library Director updated the Board on staff activities for the month of May, including branch activities, progress on the budget for Fiscal Year 2020, and a grant received from the Sandra Dunagan Deal Center for Early Language and Literacy at Georgia College, and the community outreach that will be made possible by the grant.

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

TREASURER'S FINANCIAL REPORTS

HCLS Business Manager Debra Morris discussed the "Henry County Library System Balance Sheet with Fund Equity" and the "State Revenue" reports with the board. She informed the board that the State Health Benefit Plan gave all participating public libraries a "holiday" for the June premium (totaling \$22,126.33).

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

OLD BUSINESS

The Director presented a draft of the revised Meeting Room Usage Policy that she presented for the board's approval.

- Motion by Mary Scroggs to accept the meeting room usage policy as proposed by the Director, seconded by Kathy Gardner: motion approved.

NEW BUSINESS

Director Kathy Pillatzki and Business Manager Debra Morris discussed the funding allocated by the Henry County Board of Commissioners for library services, as well as the State support for FY20, and the required balances in reserve funds and capital improvement funds and other restricted and unrestricted funds.

Budget for Fiscal Year 2020

Business Manager Debra Morris presented the Board with three options for the budget for Fiscal Year 2020. Option One was with no raises for hourly staff. Option Two included a 2% raise for all hourly staff, and Option Three included a 3% raise for hourly staff.

- Motion by Mary Scroggs to set the Director's salary of \$81,472.50 for the fiscal year 2020, seconded by Kathy Gardner; motion approved.
- Motion by Mary Scroggs to approve budget Option Three with a 3% pay raise for all hourly wage Henry County Library System employees for the fiscal year 2020, for a total budget of \$3,042,689.17. Motion seconded by Sharon Ponder; motion approved.

Matching Funds for state Major Repair and Renovation Grant

The Library Director reported that HCLS is approved for \$87,500 in state grants for replacement of the flooring in the Cochran library and a lighting upgrade for the McDonough library. These require the equivalent in matching local funds. Matching funds were requested in the HCLS budget request to the Henry County Board of

Commissioners, but the BOC declined to provide the matching funds, and HCLS is at risk of forfeiting the grant funds unless the Library Board votes to provide the matching funds from HCLS reserve funds restricted for capital improvements.

- Motion by Sharon Ponder to accept the matching funds for state MRR grant for lighting replacement in the McDonough branch and flooring replacement in the Stockbridge branch, to be matched from the HCLS capital improvement funds. Motion seconded by Kathy Gardner; motion approved.

Purchase of new passenger vehicle

The director requested approval to purchase a 2019 Kia Sedona LX for employee travel purposes (the bulk of the funds for this purchase will come from the “holiday” given by the State Health Benefit plan with the remainder will come from the assigned fund balance for capital improvements). The vehicle that is currently being used for staff travel is a 2007 Ford Explorer with approximately 140,000 miles on the odometer. This vehicle would be moved to the Fairview branch for primary usage by the Bilingual Services Coordinator instead of them having to use their personal vehicle and be reimbursed for gas and mileage. The Kia Sedona can be purchased directly from a state contract vendor, Rick Case Kia of Duluth, GA. The cost estimate provided by the vendor is \$28,000.

- Motion by Sharon Ponder to approve the purchase of a 2019 Kia Sedona LX, seconded by Kathy Gardner; motion approved.

CONFIRMATION OF THE NEXT MEETING DATE

August 5, 2019

ADJOURNMENT

- Motion by Mary Scroggs to adjourn the June 2019 regular meeting, Seconded by Kathy Gardner; motion approved.