

**HENRY COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
REGULAR MEETING, BOARD MINUTES DRAFT
June 6, 2022**

- *Indicates action taken*

CALL TO ORDER

Sharon Ponder called the meeting to order at 5:31 PM.

In attendance: Board Chair Sharon Ponder, Vice Chair Mary Scroggs, Treasurer Chet Ivey, Secretary Anne Franklin, and Leslie Wantland.

Library Employees in attendance: Director Kathryn Pillatzki, Business Manager Terri Crump-Stalls, Debra Morris, and Administrative Assistant Aimee Leavitt.

ADDITIONS/APPROVAL OF AGENDA

- Motion by Mary Scroggs to accept the agenda with two date corrections, seconded by Anne Franklin; motion approved.

APPROVAL OF MINUTES

- Motion by Chet Ivey to accept the April 4, 2022 minutes, seconded by Leslie Wantland: motion approved.

DIRECTOR'S REPORT

The Library Director provided an overview of Branch and Administrative activities for April and May, 2022, including ongoing staff training and recruitment.

- Motion by Mary Scroggs to accept the director's report, seconded by Anne Franklin; motion approved.

TREASURER'S FINANCIAL REPORTS

Treasurer's report information will be in the New Business portion of the meeting.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Approval of budget for Fiscal Year 2023:

HCLS Business Manager Terri Crump-Stalls presented an overview of the library's current financial status, and presented staff recommendations for the budget for FY23. There was a discussion of the general current economic outlook and the status of library funding sources. The Henry County Board of Commissioners increased library funding for FY23, with the additional funds specified to restore Saturday service hours and hire a full time Programming and Outreach Librarian. Several budget options were presented, with consensus on a budget in the amount of \$3,439,363 That reflects a 3% raise for hourly staff who have been with the Library System for six months or more, the addition of a full time Programming and Outreach Librarian, and the addition of Saturday service hours at all locations.

- Motion by Mary Scroggs to approve the budget for Fiscal Year 2023 in the amount of \$3,439,363 seconded by Chet Ivey; motion approved.

Proposal to change the date of the October staff training day:

The Georgia Libraries Conference has been moved from the first week of October to the second week, creating a conflict with the previously approved HCLS staff training day. Several staff members who need to attend the in-house staff training day are committed to GLC as well.

- Motion by Mary Scroggs to move the HCLS staff training day from October 14, 2022 to October 21, 2022, seconded by Anne Franklin; motion approved.

Addition of Saturday service hours:

The Library Director provided an overview of how weekend service hours were scheduled in the past. At time, branches have been open either 10:00 AM to 2:00 PM on weekend days, or 1:00 PM to 5:00 PM. She provided the results of a staff survey indicating an overwhelming preference for 10:00 AM to 2:00 PM. There was also a discussion of the benefits of having some morning and some afternoon hours to accommodate library users who have other commitments on Saturdays. Because of the summer programming schedule and the need to hire and train additional staff, the Director recommended that Saturday hours resume in August.

- Motion by Leslie Wantland to approve the addition of Saturday hours beginning in August, 2022, with service hours at all locations set at 10:00 AM to 2:00 PM, seconded by Mary Scroggs; motion approved.

Juneteenth Holiday

The Board had previously approved June 19, 2022 as a paid federal holiday, on the assumption that the McDonough branch would be open for Sunday service by June and

that branch would be closed in observance of the holiday. Due to the difficulty of predicting service levels during COVID, HCLS has not resumed Sunday service hours at this time. The Trustees declined to close the libraries on Monday, June 20 in observance of the holiday, due to the full schedule of Monday classes and activities already heavily advertised at all branch locations.

Executive Session for discussion of a personnel matter.

The Board entered executive session to discuss legal issues regarding a personnel matter.*

- Motion by Mary Scroggs at 6:15 PM to adjourn the regular meeting and enter into executive session, seconded by Leslie Wantland; motion approved.
- Motion by Mary Scroggs at 6:30 PM to adjourn the executive session and resume the regular meeting, seconded by Chet Ivey; motion approved.
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*See attached Affidavit of Executive Session

CONFIRMATION OF NEXT MEETING DATE

The next regular meeting of the Henry County Library System Board of Trustees will be on August 1, 2022 at 5:30 PM in the administration meeting room of the McDonough library.

ADJOURNMENT

Motion by Anne Franklin at 6:35 PM to adjourn the June 6, 2022 regular meeting, seconded by Chet Ivey; motion approved.