

**HENRY COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES  
REGULAR MEETING, BOARD MINUTES DRAFT  
June 8, 2021**

- *Indicates action taken*

**CALL TO ORDER**

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

In attendance: Chair Dr. Rita Bailey, Vice Chair Mary Scroggs, Treasurer Sharon Ponder, Chet Ivey, and Leslie Wantland.

Library Staff in attendance: Library Director Kathryn Pillatzki, Business Manager Debra Morris, Network Administrator Amanda Cox, and Secretary/Receptionist Aimee Leavitt.

**ADDITIONS/APPROVAL OF AGENDA**

- Motion by Chet Ivey to accept the agenda, seconded by Mary Scroggs; motion approved.

**APPROVAL OF MINUTES**

- Motion by Mary Scroggs to accept the minutes of the April 12, 2021 regular meeting, seconded by Leslie Wantland; motion approved.

**DIRECTOR'S REPORT**

The Director reported on continuing education and other staff and branch activities for April and May, 2021. She provided an update on COVID-related service levels. She also informed the Trustees of American Rescue Plan Act grant funds that the library system is eligible for. There was also a discussion of the status of the Friends of the Library. Kathy Gilbert is unable to continue leading the membership drive due to health issues, so the Board and library staff will be looking for new Friends leadership. The non-profit registration with the Secretary of State is current through March of 2023, which provides some time to recruit new members and elect officers.

The Director also provided information in response to the “unknowns” on her annual review (originally presented in April 2021), which will be added to her annual review as supplemental information.

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

**TREASURER'S FINANCIAL REPORTS**

Financial update is included in the budget discussion under New Business.

## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

Budget for Fiscal Year 2022

HCLS Director Kathy Pillatzki and Business Manager Deb Morris reviewed the library system's current budget and assets. The Director also discussed the challenges of low hourly wages for library staff and the impact of multiple vacancies over the past year and the cost of frequent staff turnover. The Director also shared that the base starting rate of pay for all hourly staff was set at \$10 an hour in 2009 and has not been adjusted since that time, and that it is becoming increasingly difficult to hire and retain qualified staff for that amount. They also reported that the library system underspent the personnel budget for Fiscal Year 2021 due to multiple vacancies and retirements during the COVID-19 pandemic, creating a surplus for salaries and benefits of \$383,826. For several years in a row, the Board of Commissioners has declined to provide additional funding for hourly staff pay, indicating that the Library Board should use any existing surplus to fund needed increases.

Library staff presented three budget options for the Board to consider, which were reviewed and discussed.

OPTION 1: No changes from FY21, total budget of \$2,706,453

OPTION 2: Total budget of \$2,748,936, reflecting a pay increase of 3% for all hourly staff (starting rate of \$10 and hour would remain the same), and resulting in an increase of \$42,483 over FY21.

OPTION 3: Total budget of \$2,808,878 and the adoption of a pay scale for hourly staff with a staggered starting hourly rate based on educational level. This option also allows for increases for existing staff to bring them up to at least the minimum starting rate for their level of education. This reflects an increase of \$102,425 over FY21, which will be covered by the surplus in salaries and benefits for FY21.

- Motion by Mary Scroggs to adopt budget option 3 for Fiscal Year 2022, in the amount of \$2,808,878, seconded by Sharon Ponder; motion approved.

## **CONFIRMATION OF THE NEXT MEETING DATE**

The next regular meeting of the Henry County Library System Board of Trustees will be on Monday, August 2, 2021 at 5:30 PM in the administration meeting room of the McDonough library.

## **ADJOURNMENT**

Motion by Mary Scroggs to adjourn the June 7, 2021 meeting, seconded by Chet Ivey; motion approved.