

**HENRY COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
REGULAR MEETING MINUTES - DRAFT
September 14, 2020**

- *Indicates action taken*

CALL TO ORDER

Dr. Rita Bailey called the meeting to order at 5:31 PM.

In attendance: Chair Dr. Rita Bailey, Secretary Kathy Gardner, Treasurer Sharon Ponder, Anne Franklin, Library Director Kathryn Pillatzki, and Secretary/Receptionist Aimee Leavitt.

ADDITIONS/APPROVAL OF AGENDA

- Motion by Sharon Ponder to accept the agenda, seconded by Kathy Gardner; motion approved.
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APPROVAL OF MINUTES

- Motion by Sharon Ponder to accept the minutes of the June 1, 2020 regular meeting, seconded by Anne Franklin; motion approved. (There were no meetings in July or August, 2020.)

DIRECTOR'S REPORT

Library Director Kathryn Pillatzki provided an update on staff activities for June, July, and August, 2020. She reported that the Annual Report and Application for State Aid to Public Libraries was complete and submitted to Georgia Public Library Service. Most statistical measures of library service delivery for Fiscal Year 2020 were approximately 20% lower than FY19, which is to be expected due to COVID-19 related closures. Circulation of e-books was one measure that was significantly higher, thanks to the availability of our digital resources during the pandemic. Copies of the full annual report for FY20 were provided to the Library Board members. The Director also provided an update on two of the library facilities. The McDonough library has experienced problems with humidity due to HVAC failure. The HVAC has been repaired and arrangements have been made to treat soft-surface furniture for mold and mildew. The Fairview library had a water leak that has resulted in damage to the drywall and carpet in the children's department. Henry County Facilities Maintenance is replacing the drywall. The Library Board instructed the Director to investigate the possibility of getting new filters installed in the HVAC system at the Fairview library, and to consult with an independent

company to have the air quality tested inside the building to make sure there are no mold spores present and that it is safe for the staff to work in the affected space. The Director also provided an overview of current library service levels.

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

TREASURER'S FINANCIAL REPORTS

The HCLS Business Manager was unable to attend due to a medical appointment, so there were no financial reports.

OLD BUSINESS

HCLS Strategic Plan

The current HCLS Strategic Plan is a three-year plan that was adopted in September, 2017. In February and March, 2020, the Library Board discussed options for creating a new Strategic Plan, and directed library staff to pursue using the Rapid Results model with the assistance of a trained consultant from Georgia Public Library Service. This model utilizes feedback from the community and other stakeholders, and involves face-to-face meetings. Due to the current COVID-19 pandemic, library staff have been unable to pursue this project. The Library Director has consulted with the Assistant State Librarian who confirmed that the Library Board of Trustees can extend the Strategic Plan adopted in 2017 for another year.

- Motion by Sharon Ponder to extend the existing Henry County Library System Strategic Plan through September, 2021, seconded by Anne Franklin; motion approved.

NEW BUSINESS

Draft Reopening Plan (for discussion only)

HCLS is currently providing curbside service, patron assistance by phone and email, and access to our 24/7 digital library. The Library Director shared a chart showing the rate of new cases of COVID-19 in Henry County between March 13 and September 12, 2020. She also shared information regarding staffing levels at the libraries and the effect of the federal Families First Coronavirus Response Act and the Family Medical Leave Act. She also shared that several HCLS employees meet the definition of "medically fragile" as outlined in the Governor's most recent Executive Order, which limits the number of staff available to work at some library branches. The Library Director and the Library Board discussed plans for reopening the libraries and considered several

possible timelines for the restoration of walk-in service. Board members expressed concern about the possibility of a spike in new cases of COVID-19 following the Labor Day holiday, the Henry County Schools fall break, and the resumption of in-person classes, currently scheduled for September 28, 2020. They concluded the libraries should remain closed to walk-in traffic through the end of September, and that any decision about restoring walk-in service should be addressed on a week-by-week basis, based on new data as it is received.

Staff Development Day, October 12, 2020

The Library Board had previously voted (as part of the 2020 Holiday Closure schedule) to close all branch locations on October 12, 2020 for an all-staff training day. The current HCLS operational strategy, based on the HCLS Pandemic Plan, includes keeping the staff at each branch and administration separate from each other in order to limit the possibility of cross-exposure to COVID-19. A full staff training day would bring the entire staff into one space. All staff have participated in recent, extensive virtual training while subject to mandatory shelter-in-place orders, and while working from home.

- Motion by Sharon Ponder to accept the cancelation of the October 12, 2020 Staff Development Day in order to allow for the library branches to be open, seconded by Kathy Gardner; 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, October 5, 2020 at 5:30 PM in the administrative meeting room of the McDonough Library.

ADJOURNMENT

- Motion by Kathy Gardner to adjourn the September 14, 2020 meeting, Seconded by Sharon Ponder; motion approved.