

**CATOOSA COUNTY LIBRARY
BOARD OF TRUSTEES
Board Meeting Minutes
October 16, 2024 – 3:30 p.m.**

Members Present: Shirley Smith, Sharon Anderson, Chuck Harris, and Rachel Lamar

Others Present: Sarah Holmes, Meghan Herbel

- I. **Call to Order:** Shirley Smith, Board Chair, called the meeting to order at 3:37 p.m. A quorum was present.
- II. **Approval of Agenda:** After a brief review, Ms. Anderson made a motion to approve the agenda. The motion was seconded by Mr. Harris and approved with unanimous consent.
- III. **Approval of Minutes:**
 - a. The Regular Meeting Minutes for July 17, 2024 were reviewed. Ms. Anderson made a motion to accept the minutes and the motion was seconded by Mr. Harris and approved unanimously.
- IV. **Approval of Director's Report:** Ms. Holmes, Library Director, presented the quarterly director's report.

Ms. Holmes announced that the Reading Corner is now open and shared plans for a future ribbon cutting once the Genealogy Room is reopened. She also shared a brief update on other ongoing projects including the Library Expansion Project and updated security systems. A brief discussion about the impact of Catoosa County Government's new purchasing rules ensued.

Ms. Holmes shared an overview of the library's outreach and community engagement over the past few months which included but was not limited to storytime outreaches, library tours and field trips, visiting local schools, participating in community events such as Catoosa Kids Day, and afterschool programs such as LIFT and Link @ the Y. Ms. Holmes also shared a photo from News Channel 9 and reported on their spotlight segment on the Daily Refresh.

Ms. Holmes informed the board that the library has welcomed a new full-time member who should be starting in the coming months. Ms. Holmes also gave a review of the special presenters at the October 4 Staff Day. She also shared plans to reach out to the Catoosa Career Academy (CCA) to be added to the phone tree in the case of lockdowns or other threats to the school. Ms. Smith shared that this was a good idea. Ms. Lamar shared that some schools have a person who calls other schools nearby to notify them they are on lockdown and suggested that CCA may have a similar policy. Some discussion ensued about mirrored widows.

Finally, Ms. Holmes included a brief update about the ongoing audit and reported the amount of funds received for FY2025 Libtech Grant.

Mr. Harris made a motion to accept the director's report. Ms. Lamar seconded the motion and the report was approved unanimously.

V. **Information Items:**

- a. **Budget Report:** A copy of the report is included in the packet and incorporated by reference. The library has some funds that are under or overspent. Ms. Holmes discussed fiscal year-end adjustments due to differing fiscal years for the library and county.
- b. **Statistics Report:** A copy of the report is included in the packet and incorporated by reference. Ms. Holmes drew attention to the steadily increasing circulation. Some discussion about how comparable the numbers are to similar libraries our size and current trends in digital collections spending. Ms. Holmes also shared the steady increase in new card registrations and in-person visits.

VI. **Discussion Items:**

- a. **Review Library Constitution and Bylaws:** The Library's constitution and bylaws were briefly reviewed. Ms. Holmes reported a couple of items that needed to be changed, such as Section 4 in Article II regarding the Treasurer and Human Resources, so that current bylaws reflect previously approved updates. Ms. Holmes also suggested updates to Article IV to reflect meeting dates. Ms. Smith asked if this was necessary. Ms. Anderson suggested adding language to allow for different dates, similar to the location language.
- b. Ms Holmes shared that she plans to incorporate previously approved changes into a draft to present at the next Library Board meeting and ensure that bylaws meet the legal standard. She also encouraged Trustees to review bylaws for any changes.

VII. **Action Items:**

- a. **Approval of Director registration and travel fees for the Winter Directors' Meeting in Savannah, GA December 10-13, 2024:** Ms. Holmes presented this item to the board. Ms. Holmes reported that the per-diem for food has been increased and that an Air BnB was booked for this trip instead of a hotel. Mr. Harris made a motion to approve. Ms. Anderson seconded and it was approved with unanimous consent.
- b. **Approval of Saturday Closures around Catoosa County's approved 2025 Holiday Schedule:** Ms. Holmes presented this item to the board. Mr. Harris inquired how Saturday closures would affect county employees. After discussion, Ms. Lamar made a motion to approve. Mr. Harris shared his concerns that by closing, we would not be honoring service to citizens. Ms. Smith asked if this had been done previously. Ms. Holmes shared that these are similar to previous years' requests. Ms. Anderson asked how other libraries handled their closures. Ms Holmes shared that she could reach out to other libraries. Ms. Herbel shared last year's requests and statistics about usage. Mr. Harris shared that he prioritized service to the community should come first and that county employees should all receive the same days off. Ms. Smith inquired about how much usage the library would see if it remained open during the holiday weekend. Ms. Anderson asked how many hours were open. Ms. Smith asked what the closures were for this upcoming Thanksgiving. Ms. Lamar asked if there had been any complaints and shared that Saturdays were not higher-used days. Ms. Anderson made a motion to table this request until the next Board meeting. Ms. Lamar seconded the motion and it was approved unanimously. Ms. Smith requested that Ms. Holmes collect feedback about the upcoming Thanksgiving closure to share at the next meeting.
- c. **Approval for Library Closure on Friday, February 28, 2025, for staff in-service day:** Ms. Holmes presented this item to the board. Ms. Smith and Ms. Anderson shared that this

was vital. Ms. Anderson made a motion to approve. Mr. Harris seconded and it was approved with unanimous consent. Mr. Harris shared that he feels the same way about closing for staff days but understands that it is necessary to close for training.

- d. **Approval of FY2025 LIBTECH Grant Purchase Plan:** Ms. Holmes presented this item to the board. Ms. Lamar asked if patrons would be using this copy machine. Ms. Holmes shared that this would be used by staff, but would be used to assist patrons in many unseen ways. Ms. Smith asked if this grant only covered specific items. Ms. Holmes shared how each request would be used to benefit patrons. Ms. Holmes shared how this grant is funded. Ms. Lamar made a motion to approve. Ms. Anderson seconded and it was approved with unanimous consent.
- e. **Approval of Chattanooga Business Machines Sales and Service Agreement for new machine to be purchased with FY2025 LIBTECH Grant:** Ms. Holmes presented this item to the board and shared how she reviewed the quotes. Some discussion ensued regarding hidden fees and costs. Mr. Harris made a motion to approve. Ms. Lamar seconded and it was approved with unanimous consent.

VIII. **Public Comments:** N/A

IX. **Trustee Comments:** N/A

X. **Next Meeting Date:** Regular Meeting on Wednesday, January 15, at 3:30 p.m. in the Library's Meeting Room

XI. **Adjourn:** The meeting was adjourned at 4:48 p.m. after a motion was made by Ms. Anderson and a second by Ms. Lamar. The motion was approved unanimously.

Minutes submitted by: Meghan Herbel

Approved: _____

Shirley Jones

Date: _____

1-15-2025