

CATOOSA COUNTY LIBRARY
BOARD OF TRUSTEES
Board Meeting Minutes
April 24, 2024 – 4:00 p.m.

Members Present: Shirley Smith, Rachel Lamar, and Karen Willis

Others Present: Sarah Holmes and Meghan Herbel

- I. **Call to Order:** Shirley Smith, Board Chair, called the meeting to order at 4:03 p.m. A quorum was present.
- II. **Approval of Agenda:** Ms. Lamar made a motion to approve the agenda, Ms. Willis seconded, and the motion was approved unanimously.
- III. **Approval of Minutes:** Upon review, the Minutes of the Regular Meeting on January 23, 2024, were approved with unanimous consent after a motion made by Ms. Willis and seconded by Ms. Lamar.
- IV. **Approval of Directors Report:** Ms. Holmes, Library Director, presented the quarterly director's report with a slide deck of pictures as visual accompaniment.

The report included a project and facilities update with special thanks to county maintenance for their work and attention to our landscaping and help to staff with making interior adjustments to the library such as moving and removing furniture and shelving to improve the overall look, line of sight, and operational efficiency. Ms. Holmes also shared May 9, 2024, as the arrival date of the new storytime furniture.

Ms. Holmes shared some photos from the library's new (ASL Basics) and more popular ongoing (Bingo and Storytime) programs. In addition, Ms. Holmes shared some of the library's outreach and community engagement efforts this past quarter including but not limited to storytimes at neighboring daycares, Read Across America programs with the schools, Ringgold Elementary Math and Reading Night, hosting Boynton Elementary's March Madness Field Trip, LIFT, Link @ the Y, our work with the Early Literacy Task Force and Senior Center Outreach. There was some discussion about how important it is to provide educational programs surrounding digital literacy and internet safety and ways to protect oneself from fraudulent activity.

Ms. Holmes announced anticipating a new member to be joining our full-time staff in early May. Ms. Holmes was also very proud to share that the Catoosa County Library won North Georgia's Best of the Best "Place to Take Your Kids" for 2024.

Finally, Ms. Holmes shared an FY2025 budget update from Julie Walker, State Librarian, which included a 4% salary increase to formula-funded positions, and that there was an increase to cover rising SHBP employer share costs. Our material funding is \$0.70 per capita this year.

- V. **Unfinished Business:** None.
- VI. **New Business:**

A. **Information Items:** Ms. Holmes presented the following to the board as information items.

- i. **Budget Report:** A copy of the report is included in the packet and incorporated by reference. The library is on target for spending. Some discussion ensued about SPLOST projects and what money will cover. Some projects in the works are new furniture, updated security, and in the future, new carpet!
- ii. **Statistics Report:** A copy of the report is included in the packet and incorporated by reference. Ms. Holmes shared that this is the first year that our library has surpassed previous years in total circulation (digital and physical).
- iii. **Certifications Regarding Debarment, Suspension and other responsibility matters; Drug-Free Workplace Requirements; Lobbying; Federal Debt Status; and Nondiscrimination:** Ms. Holmes shared a copy of this document that needed to be reviewed and signed for compliance. It will be returned to GPLS for the Annual Report.

B. **Discussion Items:**

- i. **Library Director Evaluation:** Present board members decided to review, discuss, and complete the evaluation during a called meeting in May.

C. **Action Items:**

- i. **Request for Director travel to Spring Library Directors' Meeting in Albany, GA April 30-May 3, 2024:** Ms. Holmes shared a copy of this request to be ratified as it was signed by Ms. Smith on March 25, 2024, to meet the registration deadline. It was approved unanimously after a motion by Ms. Willis and a second by Ms. Lamar.
- ii. **Approval of RTC Contract for 36 months regarding 1g Internet (up and down):** Ms. Holmes presented this contract that was signed on March 19, 2024, to meet eRate submission deadlines. Ms. Lamar made a motion to accept. The motion was seconded by Ms. Willis and approved unanimously.
- iii. **Approval of RTC Contract for 36 months regarding Internet Network/Wifi Management:** Ms. Holmes presented this contract that was signed on March 19, 2024, to meet eRate submission deadlines. Ms. Lamar made a motion to accept. The motion was seconded by Ms. Willis and approved unanimously.
- iv. **Approval of FY2025 Proposed Library Budget to begin July 1, 2024:** Ms. Holmes presented the expected budget for FY2025 and indicated that while the state budget was set and would not likely change, the county budget has a different fiscal year and so the number was a best estimate with a note that it may increase due to Ms. Holmes requesting SHBP employer share coverage for full-time employees as well as a raise for full-time employees to the average bracket of pay in their respective pay bands as well as a raise for part-time employees to \$15 per hour. All board members supported this request. Ms. Willis made a motion to accept the FY2025 budget. Ms. Lamar seconded the motion and it was passed with unanimous consent.
- v. **Approval of FY2025 Application for State Aid to Public Libraries:** Ms. Holmes presented this annual application which was reviewed. Ms. Lamar made a motion to approve the application. Ms. Willis seconded the motion and the application was approved unanimously.
- vi. **Approval of FY2025 Director Salary Approval Form:** Ms. Holmes presented this form and salary to the board. Ms. Lamar made a motion to approve the FY 2025 Library Director Salary and Benefits as follows:

Director Salary	\$83,028.80
Director Benefits	\$38,221.09

Director Total \$121,249.89

Ms. Willis seconded the motion and the FY 2025 Library Director salary was approved unanimously.

- vii. **Approval of FY2025 Signature Authority:** This item was presented to the board. Ms. Lamar made a motion to approve and Ms. Willis seconded the motion. It was approved with unanimous consent.
- viii. **Request for School Supplies for Fines – May:** Ms. Holmes requested that during May, patrons be allowed to waive overdue fines on Catoosa County Library items in exchange for donated school supplies. This drive would be a partnership with Communities in Schools. Ms. Willis made a motion to approve and it was seconded by Ms. Lamar and approved unanimously.
- ix. **Request for Food for Fines – June:** Ms. Holmes requested that during June, patrons be allowed to waive overdue fines on Catoosa County Library items in exchange for donated unopened food. This drive would be a partnership with the Northwest Georgia branch of the Chattanooga Food Bank. Ms. Willis made a motion to approve which was seconded by Ms. Lamar and approved with unanimous consent.
- x. **Request for Catoosa County Library to go Fines Free starting July 2024:** Ms. Holmes shared a presentation for the proposal. Some discussion ensued about overall cost vs benefits and steps to take if approved. Ms. Lamar made a motion to approve the proposal. Ms. Willis seconded the motion and the board approved the proposal with unanimous consent.

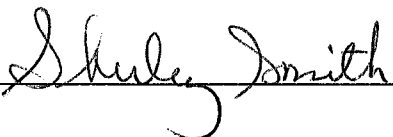
VII. **Public Comments:** None

VIII. **Trustee Comments:** None

IX. **Next Meeting Date:** Called Meeting on Tuesday, May 9, 2024 at 4:00 p.m. to complete Library Director Evaluation. The next Regular Meeting will be on Wednesday, July 17, 2024, time to be determined at the called meeting.

X. **Adjourn:** Ms. Willis made a motion to adjourn the meeting at 5:27 p.m. The motion was seconded by Ms. Lamar and approved unanimously.

Minutes submitted by: Sarah Holmes

Approved:  Date: 7-17-2024