

**CATOOSA COUNTY LIBRARY
BOARD OF TRUSTEES
Board Meeting Minutes
July 17, 2024 – 1:00 p.m.**

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

Others Present: Sarah Holmes

- I. **Call to Order:** Shirley Smith, Board Chair, called the meeting to order at 1:04 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 Ms. Lamar and approved with unanimous consent.
- III. **Approval of Minutes:**
 - a. The Regular Meeting Minutes for April 24, 2024 were reviewed. Ms. Willis made a motion to accept the minutes and the motion was seconded by Ms. Anderson and approved unanimously.
 - b. The Called Meeting Minutes for May 7, 2024, were reviewed. Ms. Lamar made a motion to accept the minutes and the motion was seconded by Mr. Harris and approved with unanimous consent.
- IV. **Approval of Director's Report:** Ms. Holmes, Library Director, presented the quarterly director's report with a slide deck as visual accompaniment.

The report included a project and facilities update with a lot of excitement surrounding the fines-free start date of July 1, 2024. Ms. Holmes also gave a brief update on other ongoing projects including Genealogy, Storytime Corner, and the Library Expansion Project.

Ms. Holmes shared photos of our new Storytime Corner beanbags, photos from our Summer Reading Program events, as well as partnership photos with the library working with Communities in Schools and the Catoosa County Chamber of Commerce through Leadership Catoosa and their Shoe Drive project. Ms. Holmes also gave 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 Bumps and Babies, Farmers' Markets, and afterschool programs such as LIFT and Link @ the Y.

Ms. Holmes informed the board that the library has welcomed a new part-time member and there is still one full-time library assistant position vacant.

Finally, Ms. Holmes included a brief FY2025 budget update which included a notice that the SHBP Employer rate will increase to \$1,580 starting January 2025.

After some brief discussion, Ms. Willis 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 is on target for spending. Ms. Holmes discussed fiscal year-end adjustments.
- b. **Statistics Report:** A copy of the report is included in the packet and incorporated by reference. Ms. Holmes drew attention to how the library is surpassing previous years in both circulation and card registration and anticipates these numbers will continue to increase due to growing usage.

VI. **Discussion Items:**

- a. **Trunk or Treat Event:** Ms. Holmes shared initial ideas and layout. Some discussion ensued regarding the growing popularity of the event and increased usage of the Benton Place Campus overall for events.
- b. **Library Expansion:** Ms. Holmes shared a brief update on the status of this project. She presented the opportunity to apply for the Georgia Public Library Service's Capital Outlay Grant and potential next steps were discussed which include, but are not limited to a feasibility study for the expansion. Some discussion ensued about the plans, use, and timeline.
- c. **Review Library Constitution and Bylaws:** The Library's constitution and bylaws were briefly reviewed. Some discussion ensued about board membership. The trustees decided to pursue further review to update both documents since they have not been updated since 2013. Ms. Holmes offered to connect the trustees with the state librarians for assistance with the process.

VII. **Action Items:**

- a. **Ratify Approval for Kim Site to perform FY2024 Agreed-Upon Procedures (AUP):** Ms. Holmes presented the engagement letter from Kim Site to be approved. Upon a brief review of the procedures, Ms. Anderson made a motion to approve. Mr. Harris seconded and it was approved with unanimous consent.
- b. **Approval of Amended FY2025 Director Salary Approval Form:** Ms. Holmes presented the amended form due to the increased SHBP employer rate to start January 2025. Ms. Lamar made a motion to approve the Amended FY2025 Library Director Salary and Benefits as follows:

Director Salary	\$83,028
Director Benefits	\$39,644
Director Total	\$122,672

Ms. Willis seconded the motion and the amended FY2025 Library Director Salary and Benefits were approved unanimously.

- c. **Approval of Institutional Membership Agreement for The Palace Project:** Ms. Holmes presented The Palace Project and asked for approval to participate in the project. The Palace Project allows for multiple content sources (for example, access to Libby within the app), a larger collection to purchase from, and a user-centered interface. In addition, through a grant managed by the Georgia Public Library Service, we would be able to put together a cart to be purchased for our community members. Much discussion ensued regarding the current availability of the library's digital content how the different platforms worked and how they each benefited the library. In a nutshell, The Palace Project app means less app juggling for our patrons and access to a larger collection for our patrons. Ms. Willis made a motion to approve the Catoosa County

Library participating in The Palace Project. Mr. Harris seconded the motion. The motion was approved unanimously.

- d. **Approval for early closure, 2:00 p.m., for Trunk or Treat Event on Thursday, October 31, 2024:** This item was presented to the board. Ms. Lamar made a motion to approve. The motion was seconded by Ms. Anderson and approved with unanimous consent.
- e. **Approval for closure for staff development day on Friday, October 4, 2024:** Ms. Holmes presented this item to the board. Topics planned include, but not limited to workplace harassment and de-escalation techniques and training. Some discussion ensued regarding current challenges and how negative interactions are handled. Ms. Holmes shared the skilled experience and professionalism of her staff and their dedication to excellent customer service. Some situations arise that staff can always benefit from ongoing training and practice. Mr. Harris made a motion to approve. The motion was seconded by Ms. Lamar and approved unanimously.
- f. **Approval of Director's registration and travel fees for Fall Directors' Meeting in Athens, GA September 10-13, 2024:** Ms. Holmes presented this item to the board. Ms. Anderson made a motion to approve. The motion was seconded by Ms. Willis and approved with unanimous consent.

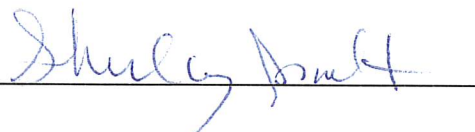
VIII. **Public Comments:** N/A

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

X. **Next Meeting Date:** Regular Meeting on Wednesday, October 16, 2024, at 3:30 p.m. in the Library's Meeting Room

XI. **Adjourn:** The meeting was adjourned at 2:24 p.m. after a motion was made by Ms. Lamar and a second by Mr. Harris. The motion was approved unanimously.

Minutes submitted by: Sarah Holmes

Approved:  Date: 10-16-24