

**Hall County Library System  
Board of Trustees Tuesday May 17, 2022 Minutes  
Gainesville Library – 6:00 pm**

**Present:**

Killian Edwards – Chair  
Mollie Stowe – Vice Chair  
Maryellen Cosgrove  
Dr. John Delzell  
Taylor Ewing  
Madison Gee  
Gary Hulion  
Cathryn Bennett Smith

**Absent:**

Rebecca Hamby  
Jamie Lovett  
Kathy Cooper

**Others Present:**

Lisa MacKinney – Director  
Adrienne Junius – Assistant Director  
Verónica Gómez – Branch Manager  
Dylan Young – IT Director  
Emily Braselton – Administrative Assistant

Chair Killian Edwards called the meeting to order at 6:00 pm with a quorum.

Chair Edwards entertained a motion to approve the agenda for the May 17, 2022 library board meeting. Dr. John Delzell made the motion. Taylor Ewing seconded the motion. The motion was unanimously approved.

Chair Edwards then entertained a motion to approve the minutes from two previous meetings. Taylor Ewing made the motion to approve the minutes for the February 22, 2022 board meeting and the April 20, 2022 personnel committee meeting. Cathryn Bennett Smith seconded the motion. The motion was unanimously approved.

Director Lisa MacKinney then reviewed the financial report. She informed the board that the library was taking in more revenue than expected, and that the passport acceptance program was doing very well. A lot of items ordered for special projects have not come in yet, due to supply chain delays. Director MacKinney stated that the library is planning to work on projects to improve the Blackshear Place and North Hall Technology Center branches in the next fiscal year, and that it looks like the MMR funds to match the projects will be available then.

Director MacKinney then gave an update on the budget adjustment for FY22. The executive committee met in January 2022 to approve salaries of state paid positions. Government at the state level has recently allocated a cost of living raise for these positions, so an adjustment needed to be made to approve the allocation of these funds to the four state paid employees.

Chair Edwards entertained a motion to approve the recommended budget adjustments for FY22. Dr. John Delzell made the motion. Taylor Ewing seconded the motion. The motion was unanimously approved.

Chair Edwards then moved to the library director's performance review and salary approval for FY23. Chair Edwards said that the personnel committee had given Director MacKinney a positive review, and thanked her for her outstanding performance. Vice-chair Mollie Stowe then reviewed the proposed salary and benefits information with the board. Chair Edwards entertained a motion to approve the director's salary and benefits for FY23. Mollie Stowe made the motion. Dr. John Delzell seconded the motion. The motion was unanimously passed.

Director MacKinney then gave a report on the Friends of the Library. The Friends have been working on many projects. They have been improving their store in the Gainesville library, sponsored lunch for staff on Library Worker's Day, and completed their yearly audit, which was successful. Diletto is hoping to open their café at the Spout Springs branch in June. They recently held a cookie decorating program for families at the library, which was well received.

Chair Edwards then moved on to old business. She asked Director MacKinney for an update on the PLAY cards. Director MacKinney said that the local school systems have not committed at this time. The library is offering different options to them, and will try again in the fall.

Director MacKinney then reviewed a date from the FY23 calendar, which needed revision. The date for the library's annual staff development day would need to be moved from a Friday in October to a day in September. Chair Edwards entertained a motion to approve the amended operations calendar for FY23. Taylor Ewing made the motion. Cathryn Bennett Smith seconded the motion. The motion was unanimously approved.

Chair Edwards moved to new business, and the annual paperwork authorization for Georgia Public Library Service. Director MacKinney asked the board for signature authority to sign contracts and documents on behalf of the board for FY23, and for consent for the director and board chair to complete the application for state aid.

Chair Edwards entertained a motion to give Library Director Lisa MacKinney signature authority for all contracts and other documents for FY2023 and to authorize Board Chair Killian Edwards to complete the FY23 Application for State Aid. Taylor Ewing made the motion. Maryellen Cosgrove seconded the motion. The motion was unanimously passed.

Director MacKinney then asked Dylan Young, Director of IT Operations for the library system, to review the new technology plan. Dylan Young informed the board that the technology plan had been reorganized to better aid staff when helping library patrons. He stated that the goals of the plan were to provide staff with the needed tools to assist patrons, and to help staff grow and strengthen their technology skills.

Chair Edwards entertained a motion to approve the HCLS Technology Plan. Taylor Ewing made the motion. Madison Gee seconded the motion. The motion was unanimously approved.

Chair Edwards then moved to listed surplus items. Director MacKinney said that the RFID gates stored at Blackshear Place are decades old, and possibly do not work anymore. Chair Edwards entertained a motion to approve the removal of the recommended items from the library inventory. Cathryn Bennett Smith made the motion. Dr. John Delzell both seconded the motion. The motion was unanimously approved.

Director MacKinney then reviewed policy updates. Chair Edwards entertained a motion to approve the recommended policy changes to the Family Leave, Retirement Benefits and Public Conduct Policies. Taylor Ewing made the motion. Cathryn Bennett Smith seconded the motion. The motion was unanimously approved.

Director MacKinney then gave the Director's Report. Circulations, visits, computer use and passports were all up in usage. A new sidewalk is being installed in front of the Gainesville library, and the new HVAC projects at Murrayville and Spout Springs have been completed. The library has partnered with NGHS to give cards to the parents of newborns in NICU, with information on how to obtain a library card and early literacy information.

In announcements and new business, Chair Edwards thanked exiting board member Cathryn Bennett Smith for her years of service. Chair Edwards presented Ms. Smith with three books that will be put into circulation at the branches, bearing a bookplate in her honor.

Chair Edwards then reviewed the FY23 board meeting schedule. The next meeting will be August 23, 2022, at 6 pm.

With no further business to discuss, Chair Edwards entertained a motion to adjourn the meeting. Maryellen Cosgrove made the motion. Gary Hulion seconded the motion. The motion was unanimously approved.

The meeting was adjourned at 6:51 pm.

Respectfully submitted,

KE/eb