

Hall County Library System
Board of Trustees June 8, 2020 Minutes
Web/Teleconference – 6:00pm

Present:

Leslie Jarchow, Chair
Jamie Lovett, Vice-Chair
Maryellen Cosgrove
Killian Edwards
Taylor Ewing
Madison Gee
Gary Hulion
Mollie Stowe

Absent:

Cathryn Smith
Amy White
Kathy Cooper, Ex-Officio

Others Present:

Lisa MacKinney, Library Director
Adrienne Junius, Assistant Director
Neil Byrd, Tech Services Manager
Lydia Hahne, Business Manager

Chair Leslie Jarchow called the meeting to order at 6:05pm with a quorum.

Chair Jarchow made a recommendation to move the Covid-19 update from Old Business on the agenda to part of the Financial Report on the agenda. Chair Jarchow entertained a motion for approval of the revised agenda. Mollie Stowe made a motion to approve the revised agenda. Madison Gee seconded the motion. The motion was unanimously approved.

The Board reviewed the April 28, 2020 Minutes. Maryellen Cosgrove made a motion to accept the April 28, 2020 Minutes. Gary Hulion seconded the motion. The motion was unanimously approved. The Board reviewed the May 11, 2020 Personnel Committee Minutes. Maryellen Cosgrove made a motion to approve the May 11, 2020 Personnel Committee Minutes. Jamie Lovett seconded the motion. The motion was unanimously approved.

Lisa MacKinney presented the preliminary May 2020 financial report. She reported that the Library has lost approximately \$53,000 in revenue due to the Covid-19 pandemic, but has had a savings of approximately \$83,000 in staffing. The State did restore the state materials grant cut for FY20. The Library received a Covid-19 grant from the State to help offset supplies needed for Covid-19. The Library also received a Georgia Humanities Grant to assist with summer reading program activities and databases. Lisa MacKinney stated she felt the Library would still be in good financial standing at the end of the fiscal year.

Lisa MacKinney requested the Board to approve committing the unspent Impact Fees in FY20 equally between Print Materials and the Gainesville Renovation Building Fund in FY21. She also requested the Board to approve moving \$10,000 of its FY20 local equipment budget to the Building Fund for technology expenditures in FY21. Mollie Stowe made a motion to allocate equally the unused Impact Fees in FY20 for Print Materials and the Building Fund in FY21, as well as approving moving \$10,000

from the FY20 local equipment budget to the Building Fund for technology expenditures in FY21. Maryellen Cosgrove seconded the motion. The motion was unanimously approved.

Lisa MacKinney informed the Board that there were updates to the FY21 budget. The Hall County Commission recommended allocation was changed to \$2,040,944. The \$82 difference was added to the ground's maintenance budget. The County's in-kind recommended amounts also changed and the budget was updated to reflect those changes. Due to Covid-19, Lisa MacKinney requested permission from the Board to close in FY21 on Fridays to normal library traffic and reserve Fridays for curbside service and to catch up on shelving. Taylor Ewing made a motion to approve the changes to the FY21 budget and to approve the recommended schedule change for FY21. Jamie Lovett seconded the motion. The motion was unanimously approved.

Lisa MacKinney presented the Director's report. She reported the COVID-19 statistics for library services provided. Approximately \$150,000 has been raised for the Gainesville Library renovation. Lisa MacKinney requested permission to temporarily close the Gainesville Library for the month of August 2020 to September 12, 2020 with flexibility due to weather conditions for the purpose of moving back into the Gainesville Library. Madison Gee made a motion to temporarily close the Gainesville Library for the month of August 2020 until September 12, 2020 with flexibility due to weather. Maryellen Cosgrove seconded the motion. The motion was unanimously approved.

Lisa MacKinney reported that Chair Jarchow needed authorization to sign for the Library's application for state aid and that she needed to be given permission for signature authority on behalf of the Board to enter into contracts and sign other documents. Jamie Lovett made a motion to authorize Chair Jarchow to sign for the Library's application for state aid for FY21 and to authorize Lisa MacKinney as signature authority on behalf of the Board to enter into contracts and sign other documents. Killian Edwards seconded the motion. The motion was unanimously approved.

Lisa MacKinney requested the Board to accept the janitorial contract with ServiceMaster of Gainesville for \$76,968. The Library advertised for janitorial bids and ServiceMaster of Gainesville was the only bidder. Mollie Gee made a motion to accept the janitorial contract with ServiceMaster of Gainesville for \$76,968. Gary Hulion seconded the motion. The motion was unanimously approved.

Lisa MacKinney presented the Board a tentative board meeting schedule for FY21. The June 23, 2020 meeting has been cancelled. The next meeting is scheduled for August 24, 2020 at 6pm at the Spout Springs Library.

With no further business to discuss, Chair Jarchow entertained a motion to adjourn. Maryellen Cosgrove made a motion to adjourn. Madison Gee seconded the motion. The motion was unanimously approved. Chair Jarchow adjourned the meeting at 7:00pm.

Respectfully Submitted,

Leslie Jarchow – Secretary

LJ/lh