

Hall County Library System
Board of Trustees
August 26, 2019 Minutes
Spout Springs Library – 6:00pm

Present:

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

Absent:

Taylor Ewing
Amy White
Kathy Cooper, Ex-Officio

Others Present:

Lisa MacKinney, Director
Lydia Hahne, Business Manager
Gail Hogan, Library Employee (Youth Services)

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

The Library Board introduced themselves.

Leslie Jarchow entertained a motion to approve the agenda. Killian Edwards made a motion to approve the agenda. Gary Hulion seconded the motion. The motion was passed unanimously.

Library Director Lisa MacKinney reviewed the June 30, 2019 and the July 31, 2019 financial reports. There were some areas in the budget that was overspent and some areas of the revenue that was not collected as expected. Lisa MacKinney recommended the Board approve to amend the budget retroactive June 30, 2019 to balance the budget as follow: to increase the building maintenance budget to \$6,800, to increase the printing budget to \$80, to increase the rental budget to \$2,300, to increase the supply budget to \$51,510, to decrease the telecommunications budget to \$31,372, to decrease the copier budget to \$16,700, to decrease the fines budget to \$68,900, to decrease other income to \$2,000, and to increase passports to \$152,400. Jamie Lovett made a motion to approve the FY2019 budget as recommended. Killian Edwards seconded the motion. The motion was unanimously approved.

Lisa MacKinney informed the Board that after establishing the amount of fund balance recommended by our auditors, there was \$116,909.20 remaining in unassigned fund balance. She recommended allocating the \$116,909.20 as follow: \$20,000 toward a vehicle replacement fund; \$6,000 for AEDs for Murrayville, Gainesville, and Blackshear Place; \$10,000 for PLA Conference; \$12,000 for Murrayville's roof/doors; \$4,909.20 for Spout Springs public restroom improvements; \$19,000 for state funding cut of 4%; \$5,000 toward potential salary adjustments; and \$40,000 toward the building fund. Mollie Stowe made a motion to approve the \$116,909.20 unassigned fund balance as recommended. Maryellen Cosgrove seconded the motion. The motion was unanimously approved.

Gary Hulion made a motion to approve the June 30, 2019 and July 31, 2019 financial reports. Madison Gee seconded the motion. The motion was unanimously approved.

Lisa MacKinney informed the Board that the Governor has asked all state agencies, including libraries, to reduce 4% of their budget this fiscal year plus 2% next year. The reduction will probably be taken from the state materials grant.

Lisa MacKinney informed the Board that the library's FY2019 annual audit will be September 3-6, 2019.

Lisa MacKinney submitted her Director's report which included the library's activities from March 2019 – July 2019. She also reviewed the circulation report and statistical report ending July 31, 2019. Gail Hogan, Youth Services Employee, was introduced and she gave a brief report about the past summer reading program.

Lisa MacKinney gave a report on the activities of the Friends of the Library. The Friend's will be having a Murder Mystery Dinner Theater fundraiser on September 13-14, 2019. The Friends requested permission from the Board to contract with a licensed provider, Oakwood Occasions, to provide bar services at this event. Gary Hulion made a motion to approve the contract with Oakwood Occasions. Cathryn Smith seconded the motion. The motion was unanimously approved.

Lisa MacKinney gave an update on the Gainesville Branch renovation. She distributed photos of the renovation. The branch will be getting a new roof which was not originally budgeted for, but the library has enough SPLOST funds to cover this expense.

Lisa MacKinney gave an update on the Capital Campaign fundraising. She informed the Board that she will be sending out a template letter to the Board along with a shared database so the Board can help assist in contacting potential donors. The Northeast Georgia Hospital has given a verbal commitment of \$50,000 for the Community Room. Chair Jarchow suggested the Board purchase a plaque for Mark Pettitt, former Chair. Killian Edwards made a motion for the Board to purchase a plaque for Mark Pettitt. Madison Gee seconded the motion. The motion was passed unanimously.

Chair Leslie Jarchow reviewed the Board Roster and appointed committees.

Lisa MacKinney submitted a revision to the compensation policy. Gary Hulion made a motion to approve the compensation policy as revised. Cathryn Smith seconded the motion. The motion was unanimously approved.

Lisa MacKinney submitted a list of surplus items. Maryellen Cosgrove made a motion to approve the surplus list. Mollie Stowe seconded the motion. The motion was unanimously approved.

Lisa MacKinney submitted a job description revision for the Library Clerk Circulation Services. Jamie Lovett made a motion to approve the revised job description. Madison Gee seconded the motion. The motion was unanimously approved.

Lisa MacKinney informed the Board that SPLOST projects included East Hall Library and a parking deck next to the Gainesville Library.

With no further business to discuss, Gary Hulion made a motion to adjourn. Killian Edwards seconded the motion. The motion was passed unanimously. Chair Jarchow adjourned the meeting at 7:00pm.

Respectfully Submitted,

Leslie Jarchow
Secretary

LJ/lh