

Hall County Library System
Board of Trustees
May 16, 2017 Minutes
Gainesville Library – 5:00pm

Present:

Mark Pettitt, Chair
Kathy Gailey
Andy Henderson
Cathryn Smith
Kathy Cooper, Ex-Officio
Leslie Jarchow
Nancy Sulhoff

Absent:

Amy White
Julie Walls
Raleigh Merchant
Leslie Frierson

Others Present:

Lisa MacKinney, Director
Heather Glenn, Administrative Assistant
Brain Hood, Murrayville Branch Manager
Sam Evans, Facilities Manager
Kathy Evans, Spout Springs Branch Manager

Chair Mark Pettitt called the meeting to order at 5:10pm with a quorum.

The minutes of the January 24, 2017 library meeting were reviewed. Leslie Jarchow made a motion to approve the minutes as they were presented. Kathy Gailey seconded the motion. The motion was unanimously approved.

The minutes of the February 2, 2017 construction meeting were reviewed. Nancy Sulhoff made a motion to approve the minutes as they were presented. Andy Henderson seconded the motion. The motion was unanimously approved.

The minutes of the March 2, 2017 executive meeting were reviewed. Andy Henderson made a motion to approve the minutes as they were presented. Kathy Gailey seconded the motion. It was unanimously approved.

The minutes of the April 18, 2017 personnel meeting were reviewed. Leslie Jarchow made a motion to approve the minutes as they were presented. Nancy Sulhoff seconded the motion. The motion was unanimously approved.

Lisa MacKinney reviewed the April 2017 financial report. Andy Henderson made a motion to approve the financial report as presented. Leslie Jarchow seconded the motion. It was unanimously approved.

Lisa MacKinney updated the board on Impact Fees as of January 31, 2017. She stated total Impact Fees collected was \$402,609.06 with \$222,340 collected from the City of Gainesville.

Lisa MacKinney presented to the board a tentative budget for Fiscal Year 2018. She stated the executive committee approved a conservative budget that would allow more operating hours and offer a 2.5% raise to staff. Andy Henderson made a motion to except the budget as it was presented. Nancy Sulhoff seconded the motion. The motion was unanimously approved.

Lisa MacKinney recommended implementing the new operating hours in September.

Lisa MacKinney reviewed the circulation and statistical reports through April 2017 and the Director's and Branch activity reports.

Lisa MacKinney reported the activities of the Friends of the Library. The Friends' held their quarterly meetings in January and April. The Friends' held Princess Tea Party at Spout Springs in April. The Friends' annual book sale would be the weekend of September 16-17 2017. She also stated the Friends' sponsored lunch for all staff for Library Worker's Day. The Friends' hosted the library's annual Volunteer Appreciation luncheon held at Scott's on the Square.

The nominating committee made a recommendation to the board for Mark Pettitt and Kathy Gailey to remain Chair and Vice-Chair. Andy Henderson made a motion to except the recommendation. Leslie Jarchow seconded the motion. The motion was unanimously approved.

Lisa MacKinney presented to the board the closures for FY18. She stated this calendar will have one floating holiday built in for full time staff members in the month of December or January so the library won't have to be closed so many days during the Christmas holiday. Kathy Gailey made a motion to accept the FY18 closure calendar as it was presented. Leslie Jarchow seconded the motion. The motion was unanimously approved.

Chairman Mark Pettitt announced the board scheduled meetings for FY18: July 18, 2017; October 17, 2017; February 20, 2018; and May 22, 2018.

Lisa MacKinney presented a list of surplus furniture to be removed from inventory. Leslie Jarchow made a motion to approve the list of surplus furniture. Andy Henderson second the motion. The motion was unanimously approved.

Lisa MacKinney recommended the Board accept changes to the Library's Meeting Room Policy. Leslie Jarchow made a motion to accept the recommended changes to the Policy with one change- inserting the word tutoring. Andy Henderson seconded the motion. The motion passed with a 4 to 1 vote.

The Library Board recommended sending the Meeting Room Policy to the county attorney for review. If there are no major concerns, staff should implement the new policy.

Chairman Mark Pettitt announced the next scheduled board meeting will be held on July 18, 2017 at 5pm, Gainesville Headquarters Library.

With no further business to discuss Chair Mark Pettitt adjourned the meeting at 6:25pm.

Respectfully Submitted,

Mark Pettitt, Library Board Chairman

MK/hg