

**HENRY COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES  
REGULAR MEETING, BOARD MINUTES DRAFT  
March 2, 2020**

- *Indicates action taken*

**CALL TO ORDER**

Dr. Rita Bailey called the meeting to order at 5:30 PM.

In attendance: Chair Dr. Rita Bailey, Vice Chair Mary Scroggs, Secretary Kathy Gardner, Treasurer Sharon Ponder, Chet Ivey, and Leslie Wantland.

Also in attendance: library employees; Library Director Kathryn Pillatzki, Assistant Director Gail Evans, Assistant Director Pamela Bagby, Business Manager Debra Morris, Network Administrator Amanda Cox, Financial Clerk Raquel Jeffreys-McCray, Secretary/Receptionist Aimee Leavitt, and Friends of the Library Head Kathy Gilbert.

**ADDITIONS/APPROVAL OF AGENDA**

The Director suggested the addition of a presentation by Kathy Gilbert regarding the Friends of the Library to the agenda under Old Business.

- Motion by Mary Scroggs to accept the amended agenda, seconded by Sharon Ponder; motion approved.

**APPROVAL OF MINUTES**

- Motion by Chet Ivey to accept the February 3, 2020 minutes, seconded by Sharon Ponder; motion approved.

**DIRECTOR'S REPORT**

Library Director Kathy Pillatzki provided an update on staff and branch activities for February, including the status of several building renovation projects. She presented a summary of two budget meetings with county officials. She thanked Pam Bagby for organizing a reception for Dr. Gordon Baker in honor of his Library Champion of the Year recognition. She also commended the entire HCLS youth services staff for organizing and hosting a statewide training event for Young Adult librarians at the McDonough library.

- Motion by Chet Ivey to accept the director's report, seconded by Leslie Wantland; motion approved.

## **TREASURER'S FINANCIAL REPORTS**

HCLS Business Manager Debra Morris informed the Board that our expenditures are where we expected for this point in the Fiscal Year. By the end of the year, we will need to select a new vendor to handle payroll, as our current accounting software will no longer include a payroll module.

- Motion by Mary Scroggs to accept the Treasurer's Report, seconded by Leslie Wantland; motion approved.

## **OLD BUSINESS**

Kathy Gilbert gave a brief update on how the efforts to reestablish the Friends of the Library are progressing. There will be an "open-to-anyone" Friends of the Library Meeting on Tuesday, March 10, beginning at 6:30 PM in the Library Administration meeting room.

The next used book sale will be held on April 18 and 19 in the basement of the McDonough library. .

Director Kathryn Pillatzki discussed options for creating a new strategic plan for HCLS. Options include using in-house staff to create a strategic plan, hiring an outside consultant, or using the Rapid Results Planning method with consulting services provided by Georgia Public Library Service. She presented information from Assistant State Librarian Ben Carter regarding RRP, and the role Georgia Public Library Service can play in using that method. The Library Board will review the information and decide on an approach at the April meeting.

(All items under Old Business were for informational purposes only. There were no motions required.)

## **NEW BUSINESS**

Approval of quote from J+J Flooring to add the children's room at the Fortson library to the existing flooring replacement project. Since the lighting project at the McDonough library came in under budget, there are still grant funds available for building renovations.

- Motion by Chet Ivey to approve J+J Flooring to add the Fortson library's children's room to the existing project for \$19,809.52, seconded by Mary Scroggs; motion approved.

Ms. Pillatzki reminded the board that the Director's annual review is due in April. She will provide Board members with the annual review document that she uses to evaluate administrative staff, and they can use that tool or any method of their choice for the Director's review. The April meeting will include an executive session for the purpose of the Director's review.

### **CONFIRMATION OF THE NEXT MEETING DATE**

The next regular meeting of the Henry County Library System Board of Trustees will be on Monday, April 6, 2020 at 5:30 PM in the administrative meeting room of the McDonough Library.

### **ADJOURNMENT**

- Motion by Mary Scroggs to adjourn the March 2, 2020 meeting, seconded by Kathy Gardner; motion approved.