

# HENRY COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

## REGULAR MEETING MINUTES

OCTOBER 3, 2022

- *Indicates action taken*

### CALL TO ORDER

Sharon Ponder called the meeting to order at 5:30 PM

In attendance: Chair Sharon Ponder, Vice-Chair Mary Scroggs, Treasurer Chet Ivey, Leslie Wantland.

Staff in attendance: Director Kathy Pillatzki, Financial Clerk Angela Millen, Administrative Assistant Aimee Leavitt.

### ADDITIONS/APPROVAL OF AGENDA

Motion by Mary Scroggs to approve the agenda, seconded by Chet Ivey; motion approved.

### APPROVAL OF MINUTES

Motion by Mary Scroggs to accept the minutes of the August 1, 2022 regular meeting and the August 10, 2022 called meeting, seconded by Chet Ivey; motion approved. (There was no meeting in September, 2022.)

### DIRECTOR'S REPORT

Director Kathy Pillatzki presented an overview of branch and staff activities for August and September. This included an overview of hiring, transfers, and internal promotions. The addition of Saturday hours at all locations has been enthusiastically supported by the staff and community members. Six staff members are presenting sessions at the upcoming Georgia Libraries Conference.

The Director also presented a draft Request for Proposals for architectural work for the McDonough library renovation. The Trustees will review the RFP following the meeting and will select at time frame for accepting and evaluating bids.

### TREASURER'S FINANCIAL REPORT

HCLS Business Manager Debra Morris was unable to attend, but sent an update stating that spending is as expected at the end of the first quarter of the fiscal year. She is prepared for the annual audit, which is expected in the next month.

### OLD BUSINESS

There was no old business.

## **NEW BUSINESS**

Approval of the holiday closure schedule for calendar year 2023.

The Director presented a schedule of closures for 2023 for holidays and designated staff training days, consistent with the approved closures as outlined in the HCLS Personnel Policy.

- Motion by Mary Scroggs to approve the 2023 closure schedule as presented, seconded by Chet Ivey; motion approved.

Update to the HCLS Collection Development Policy

HCLS has a Request for Reconsideration procedure as part of the Collection Development Policy. This procedure is followed when a member of the public wishes to challenge an item in the library collection. The Director shared that attorneys for the Georgia Board of Regents have advised that a public library system may limit such challenges to legal residents of the county where the item is held.

- Motion by Mary Scroggs to amend the Collection Development Policy to state that a Request for Reconsideration can only be submitted by a person whose legal residence is in Henry County, and that proof of residency is required at the time the request is filed, seconded by Leslie Wantland; motion approved.

Extension of the HCLS Strategic Plan

The HCLS Strategic Plan adopted in 2017 was intended to be in effect through 2020. Due to COVID restrictions, there has been no opportunity to solicit public input on a new plan via in-person meetings. The Board had previously voted to extend the existing plan through September, 2022. The Director provided a status report on the existing plan; several items that were previously marked “undeliverable” have been recategorized as “complete” due to increased funding from the Henry County Board of Commissioners for Fiscal Year 2023, including the restoration of Saturday hours at all branches, and the addition of a full-time Programming and Outreach Librarian. The Director advised that more time is needed to create a new Strategic Plan.

- Motion by Leslie Wantland to extend the existing Strategic Plan through September, 2023, seconded by Mary Scroggs; motion approved.

There was a discussion of fines-free initiatives at other library systems in Georgia and nationally. The Trustees requested that the Director bring a proposal to the November regular meeting regarding making children’s materials fine-free.

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

The next regular meeting of the Henry County Library System Board of Trustees will be on Monday, November 7, 2022, at 5:30 PM at the administrative meeting room of the McDonough library.

## **ADJOURNMENT**

- Motion by Mary Scroggs to adjourn the October 3, 2022 meeting, seconded by Leslie Wantland; motion approved.