

**HENRY COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
November 7, 2022**

- Indicates action taken

**CALL TO ORDER**

Sharon Ponder called the meeting to order at 5:40 PM.

In attendance: Board Chair Sharon Ponder, Vice Chair Mary Scroggs, Treasurer Chet Ivey, Secretary Anne Franklin, and Leslie Wantland.

Library staff in attendance: Director Kathryn Pillatzki, Business Manager Angela Millen.

**ADDITIONS/APPROVAL OF AGENDA**

Kathy Pillatzki noted that the Financial Report would be presented by Angela Millen instead of Debra Morris.

- Motion by Mary Scroggs to accept the corrected agenda, seconded by Chet Ivey; motion approved.

**APPROVAL OF MINUTES**

Leslie Wantland noted an error in the minutes from the October 3 regular meeting. Under New Business, the motion to extend the current HCLS Strategic Plan was made by Leslie Wantland, who was incorrectly listed as Leslie Scroggs.

- Motion by Anne Franklin to accept the corrected minutes of the October 3, 2022 meeting, seconded by Leslie Wantland; motion approved.

**DIRECTOR'S REPORT**

The Director provided an overview of staff and branch activities for October, 2022. Highlights included staff presentations at the Georgia Libraries Conference. Seven staff members attended, and six were invited to present breakout sessions. She also shared an outreach report from Al Waller, HCLS Digital Projects Manager. The Staff Training Day on October 21 was a success, and featured guest speakers on topics including Outreach Best Practices, Storytime Basics, Customer Service, Partnership Programs, and library service for the blind and print disabled. The day also featured a presentation by special guest Raymond Goslow, the Kennesaw State University student who placed

second in the Jeopardy! College Tournament. He discussed his past jobs in public libraries and his current role at GPLS, and gave an overview of his path to professional librarianship, as well as answering questions about his experience on Jeopardy.

The Director also reviewed the timeline for the McDonough Library renovation project. The Request for Proposals for the architectural work was published in the Henry Herald on October 26, 2022. The deadline for proposals is November 28, 2022. Sealed bids will be opened at the regular meeting of the Library Board of Trustees on December 5, 2022. The Director has had one virtual meeting with a potential vendor, and one site visit from an architectural firm. Several other firms have expressed interest and are in the process of setting up site visits.

- Motion by Mary Scroggs to accept the Director's Report, seconded by Chet Ivey; motion approved.

### **TREASURER'S FINANCIAL REPORTS**

HCLS Business Manager Angela Millen provided the financial report. She reported that revenue is in excess of expenditures at this point. Expenditures are as expected for this point in the fiscal year, and her office is preparing for the annual audit by Mauldin & Jenkins.

- Motion by Chet Ivey to accept the Treasurer's Report, seconded by Anne Franklin; motion approved.

### **OLD BUSINESS**

There was no Old Business.

### **NEW BUSINESS**

Change to the scope of work for the McDonough renovation project:

The Library Director reported that one of the essential elements of the McDonough renovation project does not require architectural services. The cabinetry around the sinks in the public restrooms needs to be removed in order to allow wheelchair access. If we remove this from the scope of the architectural work, we can use a vendor who is already approved for state contracts to move forward with work on the bathrooms, which would save time and possibly money. Board Chair Sharon Ponder had questions about the costs involved. This item was tabled until the December regular meeting, when the Director will provide further details.

## **NEW BUSINESS, continued**

Update on fines-free initiative for children's materials.

At the October regular meeting, the Director provided an update on the status of several initiatives in other Georgia library systems to eliminate overdue fines on library materials. Some libraries have gone entirely fines-free, while others have eliminated late fees for children's materials only. The Trustees were interested in implementing fines-free children's materials, but requested a report for the December meeting on the revenue generated by late fees on children's materials in past years. The Director reported that the revenue was as follows:

Fiscal Year 2019: \$9062

Fiscal Year 2020: \$6027

Fiscal Year 2021: \$3717

Fiscal Year 2022: \$8161

FY19 was the last year for which fine revenue was not impacted by COVID closures. For parts of FY20, FY21, and FY22, late fees were waived for all library materials. The Director discussed the ways that late fees affect library users, in essence creating a minor inconvenience for patrons with the means to pay, but creating a significant barrier to service for patrons who are struggling financially. She also shared reports that eliminating late fees actually increases circulation and increases the return rate of borrowed books. She also noted that if late fees are eliminated, patrons will still be charged appropriate fees for lost or damaged books. She also shared that the administrative staff will resume test proctoring service for distance-learning students in January, a service that was suspended in 2020 due to COVID restrictions. The proctoring service generates approximately \$7,000 per year, which would help offset any loss in revenue due to the elimination of late fees. HCLS Assistant Director for Technical Services has reported that the elimination of late fees would not create a significant amount of work for cataloging staff, but would be accomplished by changes in Evergreen circulation parameters by GPLS staff.

- Motion by Mary Scroggs to eliminate late fees on children's materials as soon as the changes can be made in our circulation software; seconded by Chet Ivey; motion approved.

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

The next regular meeting of the Henry County Library System Board of Trustees will be on Monday, December 5 at 5:30 PM in the administration meeting room of the McDonough library.

## **ADJOURNMENT**

Motion by Leslie Wantland to adjourn the November 7, 2022 meeting, seconded by Anne Franklin; motion approved.