

**HENRY COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES  
REGULAR MEETING MINUTES -- DRAFT  
December 5, 2022**

- Indicates action taken

**CALL TO ORDER**

Sharon Ponder called the meeting to order at 5:34 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, and Administrative Assistant Aimee Leavitt.

**ADDITIONS/APPROVAL OF AGENDA**

- Motion by Mary Scroggs to accept the agenda, seconded by Anne Franklin; motion approved.

**APPROVAL OF MINUTES**

- Motion by Chet Ivey to accept the minutes of the November 7, 2022 meeting, seconded by Leslie Wantland; motion approved.

**DIRECTOR'S REPORT**

The Director provided an update on staff and branch activities for November 2022. Programming and Outreach Librarian Anna Cogdill has established a partnership with the Henry County school system to provide outreach services to the afterschool program. She has also initiated 1000 Books Before Kindergarten at all five branches. This program provides early literacy support to young children and caregivers. She also coordinated a Winter Reading Challenge for all ages using our Beanstack app. The HCLS IT and Marketing staff assisted with the launch of both programs. A new Marketing Manager was hired and began work on December 1.

The Library System received two grants in November. A \$1500 grant from the Sandra Deal Center for Early Language and Literacy to support the 2023 Summer Reading Program will be used to purchase prize books for children who complete the 2023 Summer Reading program. The other grant is a technology grant. HCLS will receive 102 Chromebooks, 27 Wi-Fi hotspots, and 42 Launchpads (children's tablets with educational software). This grant is through the Governor's Emergency Education Relief Fund II (GEER) from federal Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act funding for device replacement due to increase of use during the pandemic.

Several architectural firms expressed interest in bidding on the McDonough Library renovation project, and representatives from three firms came for a site visit.

The Director provided a progress report on the transition of children's materials to fines-free status (as approved at the November regular meeting). The request for the change has been submitted to the PINES team that will make the necessary changes to the catalog. We have been notified that it may be after the next PINES upgrade, which will take place on the weekend of the MLK holiday. The change will apply to overdue fines on children's print materials only at this time. Library staff will waive existing late fees on patron accounts for children's books on a case-by-case basis. The fines-free status will not apply to materials belonging to other library systems. Established fees for lost or damaged children's materials will still apply.

The Director has notified the County Clerk that there are several vacant seats on the Library Board.

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

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

There was no Treasurer's Report

Note: there will be a full report following the auditor's visit.

### **OLD BUSINESS**

Change to the scope of work for the McDonough renovation project – the work required to bring the public restrooms into ADA compliance does not require architectural services. The Director recommended removing the restroom work from the scope of work for the architectural bids and use an approved state-contract vendor via Gordian for the work on the restrooms.

- Motion by Mary Scroggs to remove of the restrooms from the scope of work for architectural bids for the McDonough Library project, seconded by Anne Franklin; motion approved.

### **NEW BUSINESS**

Opening of sealed bids for the architectural work on the McDonough library.

Three architectural firms submitted sealed bids by the deadline. The three bids were opened and read by the Director in open session.

1. Lyman Davidson Dooley, Inc.: \$67,900
2. McMillan Pazdan Smith: \$80,350
3. Architectural Collaborative: \$78,341

Each firm also submitted references and other supporting documentation as required in the published Request for Proposals. The library director will create a rubric for the proposals and have them ready for the board members by the January meeting.

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

The next regular meeting of the Henry County Library System Board of Trustees will be on Monday, January 9, 2023 at 5:30 PM in the administration meeting room of the McDonough library.

## **ADJOURNMENT**

Motion by Mary Scroggs to adjourn the December 5, 2022 meeting, seconded by Chet Ivey; motion approved.

Following the adjournment, the Trustees recognized Vice Chair Mary Scroggs upon her retirement after 10 years of service on the Library Board. She was presented with a plaque and retires with the deep appreciation and best wishes of the Trustees and staff.