

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

- *Indicates action taken*

**CALL TO ORDER**

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

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

Library employees in attendance: Director Kathryn Pillatzki, Business Manager Debra Morris, Assistant Director Jessica Osborne, and Administrative Assistant Aimee Leavitt.

**ADDITIONS/APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

- Motion by Mary Scroggs to accept the December 6, 2022 minutes, seconded by Chet Ivey; motion approved. (The January, 2022 meeting was cancelled.)

**DIRECTOR'S REPORT**

The Director presented a report of staff activities for December 2021 and January 2022. There was a discussion of several staff vacancies and an update on recruitment efforts. Dr. Ruphina Ozoh, currently Branch Manager of the McDonough library, has accepted the position of Assistant Director for Community Engagement and Outreach with Clayton County Library System. The Director introduced Jessica Osborne, Assistant Director for Collection Development, who began on Jan. 3. With input from the administrative and management staff, the Director spent early January reviewing and revising job descriptions, the HCLS Disaster Preparedness Plan, Crisis Communication Plan, and inclement weather procedures. There was also an update on the Community Garden project at the Fairview library.

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

## **TREASURER'S FINANCIAL REPORTS**

HCLS Business Manager Debra Morris presented an overview of the current HCLS Financial Revenue and Income Statement, and answered questions about some of the line items.

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

## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

Service level update & review of COVID protocols – after reviewing current data on the infection rate in Henry County, the Board declined to make any changes in the current COVID prevention protocols.

Review of policies and procedures for challenged materials: the Director provided information on the HCLS Collection Development Policy and on long-established procedures for responding to patron/public concerns about collection content. Although book challenges have been in the news recently, HCLS has always had mechanisms in place to hear and address patron feedback about the content of library collections, and staff are trained and experienced in deescalating complaints and addressing concerns based on professional knowledge and practices.

Executive session to discuss a personnel matter. See attached, notarized Closed Meeting Affidavit.

- Motion to enter executive session by Sharon Ponder, seconded by Chet Ivey; motion approved.
- Motion by Mary Scroggs to end executive session and return to the regular meeting, seconded by Sharon Ponder; 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, March 7, 2022 at 5:30 PM in the administration meeting room of the McDonough library.

## **ADJOURNMENT**

- Motion by Mary Scroggs to adjourn the February 7, 2022 meeting, seconded by Sharon Ponder; motion approved.