

HENRY COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

REGULAR MEETING, BOARD MINUTES - DRAFT

August 1, 2022

- Indicates action taken

CALL TO ORDER

Sharon Ponder called the meeting to order at 5:31 PM.

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

Library employees in attendance: HCLS Director Kathryn Pillatzki, Financial Clerk Angela Millen, and Administrative Assistant Aimee Leavitt

ADDITIONS/APPROVAL OF AGENDA

- Motion by Chet Ivey to accept the agenda, seconded by Anne Franklin; motion approved.

APPROVAL OF MINUTES

- Motion by Mary Scroggs to accept the June 6, 2022 minutes, seconded by Chet Ivey; motion approved.

DIRECTOR'S REPORT

Library Director Kathy Pillatzki presented an overview of staff and branch activities for June and July, 2022. She and Assistant Director Adam Townes have been visiting the branches regularly to observe and assist with summer reading programs. All branches have experienced a high volume of participation this summer, and patrons have expressed their appreciation that summer programs have been restored following COVID-related restrictions the past two summers. The Director also attended the ALA Annual Conference in June and met with several vendors of library equipment and furnishings in anticipation of the upcoming McDonough Library renovation. Several staff members have represented the library system at various back to school events in the community, to promote library services and resources.

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

TREASURER'S FINANCIAL REPORTS

There were no updates.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Revision of dates for holiday closings through the end of the calendar year.

The holiday closure schedule is approved by the Board in October of each year for the following calendar year. The addition of Saturday hours necessitated changes in the closure schedule for August-December of 2022. Recommended adjustments were:

Labor Day weekend:

Saturday, September 3 - closed, all locations

Sunday, September 4 - no longer needs to be specified as a closure as there are no locations that have scheduled Sunday hours.

Monday September 5 - closed, all locations

Staff training day:

Friday, October 21- closed, all locations-staff training (no change), open Saturday.

Veteran's Day:

Friday, November 11 - closed, all locations (no change), open Saturday.

Thanksgiving:

closed November 23-26 (no need to list the 27th as a closed day as it falls on a Sunday when we have no scheduled hours).

Christmas:

Per policy, Christmas Eve, Christmas Day, and the day after Christmas are observed.

Christmas Eve: Saturday, December 24 - closed, all locations

December 25th falls on a Sunday

Monday, December 26 - closed, all locations.

The HCLS Personnel Policy states "*Typically, holidays falling on Sunday will be observed on the following Monday and holidays falling on a Saturday will be observed*

the preceding Friday; however, this is at the discretion of the Library Board depending on which makes for a more advantageous work-week.”

The Director recommended shifting the Sunday (Christmas Day) closure to Friday, December 23 since HCLS is already closed on Monday the 26th.

- Motion by Anne Franklin to accept the revised dates as recommended by the Director for holiday closings through the end of the calendar year, seconded by Chet Ivey; motion approved.

Possible changes to Personnel Policy

The Director informed the Trustees that the HCLS Personnel Policy was last revised in 2017. As part of a routine review of policies, some areas have been identified that require clarification. The Director will present the needed changes to the policy at the September meeting. This item was for discussion only and no vote was taken.

HCLS Strategic Plan

The HCLS Strategic Plan was adopted in 2017, and was originally intended to cover a 3-year period. Because of COVID restrictions on group gatherings, it has been impractical to meet with focus groups to identify new goals for the library system. The Strategic Plan has been extended twice due to COVID and currently is in effect until September, 2022. Due to an increase in funding from the BOC for FY23, several of the remaining goals in the existing plan have been accomplished. The Director requested guidance from the Library Trustees in deciding how to gather data and community feedback for the next strategic plan. It was noted that there has been a recent spike in COVID cases in Henry County, and that people have become accustomed to virtual options in place of in-person meetings. The Trustees also expressed concern about the cost of hiring an outside consultant to convene focus groups. The Director was advised to look into options for collecting data and community feedback via surveys and other virtual channels. This item was for discussion only and no vote was taken.

CONFIRMATION OF THE NEXT MEETING DATE

The next regular meeting of the Henry County Library System Board of Trustees will be on Monday, September 12, 2022 at 5:30 PM in the administrative meeting room of the McDonough library.

ADJOURNMENT

- Motion by Mary Scroggs to adjourn the August 1, 2022 meeting, seconded by Chet Ivey; motion approved.