

HENRY COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
DECEMBER 4, 2023 REGULAR MEETING MINUTES - DRAFT

- Indicates action taken

CALL TO ORDER

Chair Sharon Ponder called the meeting to order at 5:33 PM.

In attendance: Board Chair Sharon Ponder, Vice Chair Leslie Wantland, Secretary Anne Franklin, and Lisa McGhee. Treasurer Chet Ivey was out of town. Library employees in attendance: Director Kathryn Pillatzki, Assistant Director for Collection Development Jennifer Parrott, and Administrative Assistant Aimee Leavitt

ADDITIONS/APPROVAL OF AGENDA

- Motion by Leslie Wantland to accept the agenda, seconded by Lisa McGhee; motion approved.

APPROVAL OF MINUTES

Approval of minutes from the November 6, 2023 regular meeting.

Secretary Anne Franklin pointed out a minor typographical error in the minutes of the Nov. 6 meeting.

- Motion by Anne Franklin to accept the November 6, 2023 minutes with the suggested correction, seconded by Leslie Wantland; motion approved.

DIRECTOR'S REPORT

The Director provided an overview of staff and branch activities in November. The McDonough library experienced an HVAC failure during a cold snap, resulting in the closure of the branch on November 3rd and 4th. It has since been repaired.

The Director and Outreach Librarian Anna Cogdill have established a partnership with the Henry County Sheriff's Office. HCLS received a grant of family literacy resources from Prime Time Family Reading, which were distributed to select inmates who are nearing their release date and have young children in the home. The Director taught a class on family literacy to a group of 35 inmates on Nov. 29. Anna provided an overview of the 1,000 Books Before Kindergarten program. HCLS Marketing provided 1,000 flyers about library services to be included with the the Sheriff's Thanksgiving food giveaway packages.

The County Finance Department requested that we submit our mid-year budget request. This was submitted on November 27, and the Director will meet with the Finance staff on Dec. 7. The BOC has already approved an increase of \$37,500 to cover the increased employer's cost for employee health insurance.

The permitting phase for the renovation of the McDonough library has begun. Due to a new federal requirement, the building must be tested for asbestos before demolition can begin. Quotes were obtained for the testing and it will be completed the week of December 4 by Hibernia Enterprises, at a cost of \$950. This cost will come out of the owner's contingency in the renovation budget.

The Director will be at a mandatory continuing education course Dec. 10-13.

- Motion by Lisa McGhee to accept the Director's report, seconded by Anne Franklin; motion approved.

TREASURER'S FINANCIAL REPORTS

There was no financial report. The annual audit is still pending.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Selection of a General Contractor for the renovation of the McDonough library.

The Director shared the results of the scoring of the General Contractor proposals for the upcoming renovation of the McDonough library. Four proposals were received. Proposals were reviewed by the Library Director, Lori Bork Newcomer of Arcollab, Lynn Planchon of Henry County SPLOST, Nathan Rall of Georgia Public Library Service, and HCLS Board Chair Sharon Ponder. The bid packets were also shared with Hutch Purvis of Henry County Facilities Maintenance. The proposal with the highest score was from Macallan Construction of Marietta, Georgia. The base price for the Macallan proposal is \$644,484. With add alternates, the proposal is \$712,432. The total budget for the construction phase of the project is \$821,659. (The base price from the other companies ranged from \$700,460 to \$1,309,062.)

- Motion by Lisa McGhee to award the contract for the renovation of the McDonough Library to Macallan Construction, seconded by Leslie Wantland; motion approved.

Projected date for the closure of the McDonough library to prepare for renovations.

The Director shared that Macallan Construction estimates a start date in early January, 2024. Actual closure date is still to be determined. Once the start date is confirmed,

library staff will need two weeks to move books, office equipment, and other items from the areas affected by the construction.

- Motion by Anne Franklin to close the McDonough library ten business days in advance of the start date of construction to give the staff time to prepare for renovations, seconded by Leslie Wantland; motion approved.

Surplus of furnishings and shelving that will no longer be needed after the renovation.

The Director informed the Trustees that some of the current furnishings, shelving, and equipment at the McDonough library will not be needed after the renovation. Options for disposal include selling the unneeded items or repurposing them at other HCLS branches. She requested that the Board declare these items surplus so that they can be repurposed or sold.

- Motion by Leslie Wantland to declare surplus any furnishings and shelving that will no longer be needed after the renovation, to be sold or reused if possible, and to approve the disposal of any remaining items, seconded by Lisa McGhee; 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, January 8, 2024 at 5:30 PM in the administration meeting room of the McDonough library.

ADJOURNMENT

- Motion by Anne Franklin to adjourn the December 4, 2023 meeting, seconded by Lisa McGhee; motion approved.