

**HENRY COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
FEBRUARY 6, 2023 REGULAR MEETING MINUTES - DRAFT**

Monday, February 6, 2023

- Indicates action taken

CALL TO ORDER

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

In attendance: Board Chair Sharon Ponder, Treasurer Chet Ivey, Secretary Anne Franklin, and Leslie Wantland. Also in attendance: library employees HCLS Director Kathryn Pillatzki, Business Manager Angela Millen, Network Administrator Amanda Cox, and Administrative Assistant Aimee Leavitt, and Henry County SPLOST Director of Capital Projects Lynn Planchon.

ADDITIONS/APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Anne Franklin suggested a correction to a typographical error in the January minutes under the Director's report.

- Motion by Chet Ivey to accept the corrected January 9, 2023 minutes, seconded by Leslie Wantland: motion approved.

DIRECTOR'S REPORT

HCLS Director Kathy Pillatzki presented an abbreviated Director's report due to the number of items to be addressed under New Business. She recognized two HCLS employees who far exceeded expectations in January.

On two occasions, HCLS Courier Becky Stephens used her own time to check on our regional courier, who was very ill and without family or friends in the area. On both occasions, she took him to the hospital and waited with him in the emergency room, where he was eventually admitted with a life-threatening condition. Becky's kindness and persistence in all likelihood saved his life.

On January 12, a dangerous storm passed through Henry County. Staff had been updated ahead of time and reminded of severe weather protocols. With a confirmed tornado on the ground nearby, Locust Grove Branch Manager Ginny VanOrsdale directed staff and patrons to a safe interior room, then went out to the parking lot to wake a woman who was sleeping in her car with an infant in a car seat. Everyone

was able to shelter in the building until the storm passed. Ginny showed remarkable courage and level-headedness in keeping her staff and patrons safe.

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

TREASURER'S FINANCIAL REPORTS

HCLS Business Manager Angela Millen presented a financial report. Revenues and expenses are where they are expected to be at this point in the fiscal year.

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

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

Selection of an architect for the McDonough library renovation.

The Trustees reviewed and discussed the architectural proposals for the renovation of the McDonough library building, and the responses of the responding firms to follow-up questions that were submitted and answered via email. Henry County SPLOST Director of Capital Projects Lynn Planchon stated that she has reviewed all of the proposals and she had no concerns about any of them, and that they had all met the requirements as outlined in the published Request for Proposals. The Trustees briefly discussed the proposal by Architectural Collaborative of Athens, GA (Arcollab) and agreed that their proposal and answers to the follow-up questions were the best match for their vision and goals for the renovation project.

- Motion by Leslie Wantland to select Architectural Collaborative as the architect for the McDonough Library renovation, seconded by Chet Ivey; motion approved.

Approval of Cochran Library as a Passport Acceptance Facility; setting of fee for photo services.

The Director provided an update on the status of Cochran Public Library as a Passport Acceptance Facility. All of the necessary approvals from the Secretary of State have been obtained, and all eligible staff have completed the required training. Needed equipment has been ordered, and the Branch Manager has collaborated with HCLS Finance staff about internal procedures for processing payments. The Library System will retain a \$35 processing fee for each passport processed. The director recommended that HCLS provide an additional, optional passport photo service, and that the fee for this service be set at \$10 per applicant.

- Motion by Chet Ivey to approve Cochran Library as a Passport Acceptance Facility and to set the fee for photo services at \$10 per applicant, seconded by Anne Franklin; motion approved.

Request from American Kidney Services to place a donation box in the library parking lot.

The Director received a request from American Kidney Services to place a donation box for household items in the McDonough library parking lot. The Director and the Trustees expressed concern about large items and trash being left next to similar boxes in the community. The Director was also concerned that if we allow one agency to do this, we may have to allow others. Staff also expressed concern that library patrons may mistake donation boxes for book return boxes. Since the library is on county property, the Director had contacted the County Manager to see if there is an official county policy regarding donation boxes, but did not receive a reply as of the time of this meeting. The Director stated that she has not seen donation boxes for household items at any other County facilities. The Trustees did not vote on this item but directed staff to decline the request.

Budget request to be presented to the Board of Commissioners for Fiscal Year 2024. – for discussion only.

The Director provided a draft list of priority items to be submitted to the Henry County Finance office for the Library System's budget request for fiscal year 2023. Priorities include:

1. A \$2 an hour adjustment to the starting scale for all hourly positions, with commensurate increases for existing staff. Annual cost with employer expenses: \$331,854
2. Communico software (to allow online registration for library events, meeting room booking, and calendar management): \$22,264/year + \$11,132 implementation fee for first year only.
3. Equipment for "Memory Lab" equipment that will allow the public to transfer media in obsolete formats (VHS, 8mm film, slides, etc.) to digital formats. Equipment will be located in a dedicated area at the McDonough library as part of the renovation project. This will enable patrons to preserve local and family history. Cost\$7,500
4. Remote pickup lockers for library materials, to be placed in a central location to allow pickup and return of library materials in a high traffic community location and to allow pickup outside of regular library service hours. Cost: \$69,905 for a 5-tower design OR \$44,417 for a 3-tower design. We have discussed placing the

lockers at the new aquatic center, and the SPLOST Director of Capital Projects has expressed interest.

CONFIRMATION OF THE NEXT MEETING DATE

The next regular meeting of the Henry County Library System Board of Trustees will be on Monday, March 6, 2023 at 5:30 PM in the administration meeting room of the McDonough library.

ADJOURNMENT

- Motion by Chet Ivey to adjourn the February 6, 2023 meeting, seconded by Anne Franklin; motion approved.