

## **HENRY COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES**

### **MAY 1, 2023 REGULAR MEETING MINUTES - DRAFT**

- Indicates action taken

#### **CALL TO ORDER**

Chair Sharon Ponder called the meeting to order at 5:35 PM, after establishing that a quorum was present.

In attendance: Board Chair Sharon Ponder, Vice Chair Leslie Wantland, and Secretary Anne Franklin. [Board Treasurer Chet Ivey works at the courthouse and notified the Director that court was still in session at 5:00 and he would try to join the meeting as soon as court was adjourned.]

Library staff in attendance: Director Kathryn Pillatzki, Business Manager Angela Millen, and Administrative Assistant Aimee Leavitt

#### **ADDITIONS/APPROVAL OF AGENDA**

The Director had advertised a revised agenda prior to the meeting.

- Motion by Anne Franklin to accept the revised agenda, seconded by Leslie Wantland; motion approved.

#### **APPROVAL OF MINUTES**

- Motion by Leslie Wantland to accept the minutes of the April 13, 2023 called meeting, seconded by Anne Franklin, motion approved.

#### **DIRECTOR'S REPORT**

The Director presented an overview of staff and branch activities for April, 2023. The new HCLS Marketing Manager, Lucas Page, begins on May 2. The Director met with JOC Construction about the renovation of the McDonough Library restrooms. Work will be scheduled soon and is expected to take 5 days and will be completed before the end of May. The Director also met with the architect and interior designer to begin review of furniture and flooring options for the renovation of the interior of the library.

The Director informed the Trustees that the County budget for Fiscal Year 2024 has been posted on the County website. It includes an increase for the library system of \$33,000 for the purchase of software to improve the functionality of the HCLS website, but no increase for the pay rate of hourly staff. The Director stated that the current starting scale for hourly staff has made it difficult to attract and retain branch staff; there are currently vacancies at all five branches. Administrative staff have explored using a

temp agency as a stop-gap measure, but the agencies contacted will not place their workers at the starting hourly rate of HCLS positions. The Director stated that she has stated throughout the county budget process that unless the library staffing situation can be stabilized, rolling closures of the library branches are likely due to the number of vacant positions. The Trustees requested that the Director provide them with talking points that they can present at the public budget hearing on May 16.

The Director also shared that the library system has served over 10,000 visitors on Saturdays since the restoration of Saturday hours in September 2022. In reviewing circulation of library materials, it was observed that circulation of children's materials in the first quarter of the 2023 calendar year increased 54% over the same quarter of 2022. Circulation of adult materials increased 12% for the same period, suggesting that the Board decision to make children's print materials fines-free in January 2023 has had an effect on the circulation of children's materials.

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

## **TREASURER'S FINANCIAL REPORTS**

None - the financial team has submitted required documentation to the auditors and are waiting for them to schedule an in-person visit.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

Staffing shortage at Fairview Library that may result in having to close two Saturdays in May.

The Director provided a summary of the staffing situation at the Fairview library. There are currently two vacant positions, and two staff members need time off in May for medical reasons. This leaves the Fairview branch with only two staff members available to work on May 13. There are vacant positions at all five branches, making it impossible to temporarily reassign staff from other locations to Fairview. The Director expressed concern for the safety of the staff and patrons with the branch so severely understaffed.

- Motion by Anne Franklin to close the Fairview Library on May 13 due to staffing shortage, seconded by Leslie Wantland; motion approved.

Executive Session for the purpose of the Director's annual review.

- Motion by Leslie Wantland to move to executive session to discuss the Director's annual review, seconded by Anne Franklin; motion approved.  
See separate minutes of the Executive Session.

- Motion by Anne Franklin to exit the executive session and reenter regular session, seconded by Leslie Wantland, motion approved.
- Motion by Anne Franklin to accept the Director's Annual Review as presented in executive session, seconded by Leslie Wantland; motion approved.
- Motion by Leslie Wantland to approve the Director's salary for Fiscal Year 2024 as voted on during executive session, seconded by Anne Franklin; motion approved.

Delegation of signatory authority to the Director for Fiscal Year 2024.

- Motion by Anne Franklin to delegate signatory authority to the Director for Fiscal Year 2024, Seconded by Leslie Wantland; 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, June 5, 2023 at 5:30 PM in the administration meeting room of the McDonough library.

### **ADJOURNMENT**

Motion by Leslie Wantland to adjourn the May 1, 2023 meeting, seconded by Anne Franklin; motion approved.