

**HENRY COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES**  
**JUNE 5, 2023 REGULAR MEETING MINUTES - DRAFT**

- Indicates action taken

**CALL TO ORDER**

Chair Sharon Ponder called the meeting to order at 5:30.

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

Library staff in attendance: Director Kathryn Pillatzki, Business Manager Angela Millen, Financial Clerk Vanessa Dunn, Network Administrator Amanda Cox, Administrative Assistant Aimee Leavitt, and McDonough Branch Manager Mendy Gunter. Others in attendance: Henry County SPLOST Director of Capital Projects Lynn Planchon, member of the public Gina Riffey, and two representatives of Architectural Collaborative, Lori Newcomer and Maelyn Ehrman.

**ADDITIONS/APPROVAL OF AGENDA**

The Director noted that the approval of the minutes of the May 1, 2023 meeting needed to include the minutes of the executive session.

- Motion by Leslie Wantland to accept the agenda with the addition of the executive minutes, seconded by Chet Ivey; motion approved.

**APPROVAL OF MINUTES**

- Motion by Anne Franklin to approve the minutes of the May 1, 2023 regular meeting, seconded by Chet Ivey; motion approved.
- Motion by Chet Ivey to approve the minutes of the May 1, 2023 Executive Session, seconded by Anne Franklin, motion approved.

**DIRECTOR'S REPORT**

The Library Director provided an overview of staff and branch activities for May, 2023. She gave an update on her communications with the Board of Commissioners and County staff regarding library funding for FY24. The Director and several members of the staff, along with Trustees Anne Franklin and Leslie Wantland, spoke at the County budget hearing on May 16 to request funding for raises for hourly library staff. The Director is following up with Commissioners Lewis and Anglyn in the coming weeks.

The Programming & Outreach department has relaunched an early literacy program, 1,000 Books Before Kindergarten. Georgia Public Library Service has provided a grant in the amount of \$3,000 to launch and promote the program. A kick-off event is planned for September. P&O has also established a literacy outreach program in partnership with Henry County Parks and Rec, to provide summer reading support to children enrolled in the Parks and Rec summer day camps.

The Board of Education has signed a Memorandum of Understanding between HCLS, the BOE, and the PINES PLAY card program. This will allow all K-12 students in Henry County public schools to access our online homework resources using their student number as their library card number.

The renovations on the McDonough library restrooms are complete. Cost estimating for the rest of the renovation will take place in late June.

The Passport Acceptance service at Cochran library has taken in over \$6,000 after expenses since early April.

- Motion by Chet Ivey to accept the Director's report, Seconded by Franklin; motion approved.

## **TREASURER'S FINANCIAL REPORTS**

None – proposed budget for Fiscal Year 2024 will be discussed under New Business.

## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

Presentation by lead architect Lori Newcomer and interior designer Maelyn Ehrman of Architectural Collaborative regarding the design work for the McDonough Library renovation. Lori Newcomer provided an overview of the current plans for the renovation, including layout, furnishings and fixtures. Maelyn Ehrman provided samples of the carpet and other flooring options as well as textiles for furnishings. There were two options presented for the carpeted areas of the floor: Mohawk carpet tiles, or Kinetex tiles. There was a discussion about the pros and cons of each product and Trustees had the opportunity to touch and evaluate each option.

- Motion by Chet Ivey to approve the Mohawk carpet for the McDonough Public Library renovation, seconded by Leslie Wantland; motion approved.

## Adoption of budget for Fiscal Year 2024

HCLS Business Manager Angela Millen presented a current financial statement and a summary of the proposed budget for FY24. The proposed budget is based on current information about the library allocation from the Board of Commissioners, and predicted expenses and revenues. The Business Manager noted that we were recently informed that the employer's cost for the State Health program that provides health insurance to library staff is set to increase by over \$7,000 a month in January 2024. This is an unexpected increase that could seriously impact our ability to provide service at current funding levels. The Director stated that the State Librarian is currently working closely with the Governor's Office of Planning and Budget, and members of the state legislature, to advocate for ways to decrease or offset this increase. The budget as presented at this time does include the State Health increase.

- Motion by Chet Ivey to accept the FY24 budget as presented, in the amount of \$3,438,215.53, seconded by Leslie Wantland; motion approved.

## Disposal of surplus equipment

The Director provided a list of library-owned equipment and furnishings that are broken, obsolete, or otherwise past their useful life. The Trustees need to declare these items surplus so that they may be disposed of.

- Motion by Leslie Wantland to declare the stated items as surplus so they may be disposed of, seconded by Chet Ivey; 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, August 7, 2023 at 5:30 PM in the administration meeting room of the McDonough library. Trustees have reserved Monday, July 10 at 5:30 PM for a possible called meeting if further official action is needed on the McDonough Library renovation.

## **ADJOURNMENT**

- Motion by Anne Franklin to adjourn the June 5, 2023 meeting, seconded by Chet Ivey; motion approved.