CALL TO ORDER

Chair Sharon Ponder called the meeting to order at 5:32 PM.

In attendance: Board Chair Sharon Ponder, Vice Chair Leslie Wantland, Treasurer Chet Ivey, Secretary Anne Franklin, Trustee Lisa McGhee, and Trustee Debra Abernathy. Library employees in attendance: Director Kathryn Pillatzki, Assistant Director for Collection Development Jennifer Parrott, Business Manager Angela Millen, Programming and Outreach Librarian Anna Cogdill, and Administrative Assistant Aimee Leavitt

ADDITIONS/APPROVAL OF AGENDA

- Motion by Chet Ivey to accept the agenda, seconded by Lisa McGhee; motion approved.

APPROVAL OF MINUTES

Approval of minutes from the December 4, 2023 regular meeting. (There was no regular meeting in January due to inclement weather and lack of action items.)

- Motion by Anne Franklin to accept the December 4, 2023 minutes as presented, seconded by Leslie Wantland: motion approved.

DIRECTOR’S REPORT

The Director provided an overview of staff and branch activities for December, 2023 and January, 2024.

The Director was the guest speaker at a graduation ceremony on December 19 at the Henry County jail for inmates who completed a parenting class. As part of the class, the Library Director and Programming and Outreach Librarian Anna Cogdill taught a session on family literacy. Ten of the participants received a Spark Box as part of a grant from Primetime Family Literacy, which included books and other family literacy enrichment activities. It was an honor for the Director to be invited back to speak at graduation.
The Director submitted a mid-year budget request to the Henry County Budget department requesting $332,000 for raises for hourly library staff, and $22,000 in matching funds for a state Major Repair and Renovation grant. If approved, the MRR funds would be used to purchase additional furniture for the McDonough library that isn’t covered by the original renovation budget. The BOC is scheduled to vote on a midyear budget amendment on February 6, and the proposed increase includes $179,000 for library staff raises.

Cochran library participated in a pilot program by hosting a DHS benefits kiosk. People needing to renew DHS benefits (SNAP, WIC, etc.) can use this dedicated tablet to reapply. The pilot was a success and all HCLS locations will be receiving a kiosk at no cost to the library system.

Georgia Public Library Service has announced the availability of grant funds for the purchase of circulating Chromebooks, WiFi hotspots with prepaid service, and educational tablets for children. The amount will be announced.

The McDonough library closed for renovations at the end of the day on December 15. Library staff are providing holds pickup service in the lobby of the administration wing. Patrons can place holds on items from other libraries and pick them up in admin. Between December 18 and January 31, patrons had picked up 4,876 hold items in the admin lobby.

The McDonough staff packed over 55,000 items to be stored during the renovation. The Director recognized the McDonough staff for their hard work, and thanked members of the community, Pine Mountain Regional Library, Statesboro Regional Library, and Piedmont Fayette Pharmacy for donating boxes for this project. Community feedback on the project has been overwhelmingly positive. Interior demolition began on January 31. The estimated date for substantial completion is May 31. McDonough staff are currently deployed to other branches to alleviate short staffing at those locations, and have also helped with special projects and outreach.

- Motion by Leslie Wantland to accept the director’s report, seconded by Lisa McGhee; motion approved.

**TREASURER’S FINANCIAL REPORT**

HCLS Business Manager Angela Millen provided a current financial statement for the library system. We are currently slightly under budget for this time in the fiscal year.

- Motion by Chet Ivey to accept the Treasurer’s Report, seconded by Anne Franklin; motion approved.
OLD BUSINESS
There was no old business.

NEW BUSINESS
Addition to the HCLS Personnel Policy
The Director stated that although smoking has never been permitted inside library building, there is no mention of smoking or vaping in the Personnel Policy. The Director suggested language be added to the Personnel Policy to prohibit the use of tobacco in any form, electronic cigarettes, and vaping devices in library vehicles, library buildings, and within 50 feet of a library entrance or HVAC equipment, and in personal vehicles while on library business if other employees are in the vehicle.

- Motion by Leslie Wantland to update the HCLS Personnel Policy to include the suggested wording prohibiting tobacco use, seconded by Chet Ivey; motion approved.

Addition to the HCLS Personnel Policy
The Director stated the HCLS Personnel Policy prohibits working under the influence of illegal drugs or alcohol, but does not provide a process for drug testing if a supervisor has reasonable suspicion that an employee has reported to work under the influence. The Director provided suggested wording defining cause for “reasonable suspicion” to include an employee’s appearance, behavior, speech, odors, or other evidence found or reported. The new wording also outlines a process for taking an employee for drug testing at the Library’s expense. Trustees expressed concern that odor alone may not be sufficient reason for drug testing, so language was added to specify that odors may be considered in combination with other factors, and if needed may be addressed via the dress code and hygiene guidelines provided elsewhere in the Personnel Policy. Trustees also added that if available, a mobile drug testing unit may be called to the library instead of taking an employee to a testing location.

- Motion by Lisa McGhee to accept the addition to the HCLS Personnel Policy to add a process for drug testing to the Personnel Policy, with additional changes by the Trustees as noted, seconded by Debra Abernathy; motion approved.

PUBLIC COMMENTS
One member of the public requested to speak during the time allotted for public comments but was not present at the meeting.

EXECUTIVE SESSION
Executive session to discuss a personnel matter.

- Motion by Chet Ivey to adjourn the regular session and enter executive session at 6:20 PM, seconded by Lisa McGhee; motion approved.

- Motion by Anne Franklin to end the executive session and return to the regular session at 6:40 PM, seconded by Debra Abernathy; 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, March 4, 2024 at 5:30 PM in the administration meeting room of the McDonough library.

ADJOURNMENT

- Motion by Leslie Wantland to adjourn the February 5, 2024 meeting at 6:45 PM, seconded by Chet Ivey; motion approved.