CALL TO ORDER

Chair Sharon Ponder called the meeting to order at 5:36PM. In attendance were Board Chair Sharon Ponder, Vice Chair Leslie Wantland, Secretary Anne Franklin, Trustees Lisa McGhee and Debra Abernathy. Library staff in attendance: Director Kathryn Pillatzki, Assistant Director for Collection and Development Jennifer Parrott, Assistant Director for Programming and Outreach Anna Cogdill, Business Manager Angela Millen, and Administrative Assistant Aimee Leavitt.

ADDITIONS/APPROVAL OF AGENDA

The Director stated that an addition was needed to the agenda. Under Approval of Minutes, the minutes of the Executive Session on May 6 were added.

- Motion by Lisa McGhee to accept the agenda with the addition of the May 6 Executive Session minutes, seconded by Anne Franklin; motion approved.

APPROVAL OF MINUTES

- Motion by Leslie Wantland to accept the minutes of the May 6, 2024 regular meeting, seconded by Lisa McGhee; motion approved.
- Motion by Anne Franklin to accept the minutes of the May 6, 2024 Executive Session, seconded by Lisa McGhee; motion approved.

DIRECTOR’S REPORT

The Library Director shared an overview of administrative and branch staff activities for May, 2024. This included several OAC meetings for the McDonough library renovation (Owner, Architect, and Contractor). The Director attended several meetings with county officials to continue to advocate for library funding for FY25, and to monitor work on the SPLOST VI project list, which may include a new library in Ola or Eagle’s Landing.

The Director attended a BOC meeting on May 29 and presented a check for $50,972 as partial reimbursement for the HVAC work on the McDonough library. This was from a grant from the Legislature via Georgia Public Library Service. At the same meeting, the BOC voted to allocate $1,036,652 for the replacement of the roof of the McDonough library. A timeline for this work was not yet available, but the head of Facilities Maintenance said that it should not interfere with plans to reopen the McDonough library on schedule.

The Director reviewed the raw data collected in the recent Community Survey and provided written reports of the feedback arranged by category – Collections, Facilities, IT, Programming and Outreach, Marketing, and Customer Service. Each department
has been given a copy of the feedback specific to their duties, and department heads will use this data to set goals to be included in the next HCLS Strategic Plan. Where there is overlap between departments, department heads will collaborate on goal-setting. Staff expect to have a draft plan available by the August Trustee meeting.

The Director also reported that a new Branch Services Manager has been hired to supervise the Branch Managers and coordinate branch services. Kimberly Clayton will begin on June 10, 2024. She comes to HCLS from Flint River Regional Library System and has extensive experience in both small, rural libraries and large, urban systems.

On May 30 the Director attended the final public hearing of the Henry County Board of Commissioners regarding the County budget for FY25. She received written confirmation from the Budget Department on Monday, June 3 that library funding is being increased by $121,500 to cover the increase to the employer’s share of State Health insurance for HCLS staff for FY25. The BOC also allocated $173,484 for raises for hourly library staff. The Director expressed appreciation to the BOC for their support, and to the Trustees for their assistance with advocating for library funding.

Chair Sharon Ponder recognized the Director for her advocacy for libraries, and for the progress made in establishing a good working relationship with the Commissioners and County staff.

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

TREASURER’S FINANCIAL REPORTS

HCLS Business Manager Angela Millen stated that expenses are as expected for the end of the fiscal year, and that the county audits for FY22 and FY 23 are still pending.

The Director stated that the increase in County funding will require that the Trustees adopt a budget amendment at the August regular meeting. Angela will prepare a revised budget to reflect the increase for August agenda.

OLD BUSINESS

None

NEW BUSINESS

Review of data from the HCLS Community Survey

This was addressed as part of the Director’s report.
Update on the McDonough library renovation and timeline for reopening.

The Director reported that the work on the McDonough library continues on schedule and under budget. The punch-list walkthrough will be on June 4 at 9:30 AM. She provided an estimated timeline for the delivery of the new furniture. There have been some supply chain delays with the furniture; at the direction of the Trustees, the Director will update the Trustees by email when a firm date for all of the furniture installation is confirmed, and that will help establish a reopening date. The tentative plan is for the McDonough staff (currently working at other locations) to be recalled to the McDonough library on June 10 to begin shelving books and reinstalling equipment. This may be affected by the number of items on the punch list. The Director will keep the Trustees apprised of any changes.

The renovation project included an owner’s contingency fund, most of which has not been needed. Some of this will be used to purchase additional furniture. The Trustees approved of a plan to use some for either the purchase of a lactation pod or the installation of a wall and door in an existing nook in the children’s section, whichever is most cost effective. This area will be available to both patrons and staff who need to nurse an infant or use a breast pump. The Trustees also approved using some of the contingency fund to purchase digitization equipment for the Gary Barham Community Studio. This equipment will be used by staff and patrons by appointment to digitize photos and slides, and transfer VHS and other video formats to digital files.

Approval of signatory authority for the Director for Fiscal Year 2025

The State requires that the Trustees vote annually to delegate signatory authority to the Library Director, authorizing her to sign contracts and other documents on behalf of the Library System.

- Motion by Anne Franklin to delegate signatory authority for Fiscal Year 2025 to Library Director Kathryn Pillatzki, 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, August 5, 2024 at 5:30 PM in the administration meeting room of the McDonough library.

ADJOURNMENT

- Motion by Debra Abernathy to adjourn the June 3, 2024 regular meeting, seconded by Lisa McGhee; motion approved.