

HENRY COUNTY LIBRARY SYSTEM

BOARD OF TRUSTEES

REGULAR MEETING

McDonough Library

Board Minutes, November 6, 2017, 5:30 PM

- Indicates action taken

CALL TO ORDER

The meeting was called to order by Dr. Gordon Baker at 5:30 PM

Present were Library Board members Dr, Gordon Baker, Sandy McGarity, Kathy Gilbert, Kathy Gardner, Mary Scroggs and Sharon Ponder. Also present were Library Director Carolyn Fuller, Kathy Pillatzki, Gail Evans, Pam Bagby, Amanda Cox, Debra Morris and LaDonna Poole.

ADDITIONS/APPROVAL OF AGENDA

Carolyn Fuller indicated that under Old Business, there was a need to discuss amending the holiday closure schedule for 2018.

- Motion by Sandy McGarity to approve the amended agenda, seconded by Kathy Gilbert; motion approved.

APPROVAL OF MINUTES

- Motion by Mary Scroggs to approve the minutes of the September 18, 2017 Library Board meeting, seconded by Kathy Gardner; motion approved.

DIRECTOR'S REPORT

Carolyn Fuller updated the Board on staff activities for September and October, including details of various staff development activities, the fall festival, and Friends of the Library book sale.

- Motion by Kathy Gilbert to accept the Director's report, seconded by Mary Scroggs; motion approved.

TREASURER'S FINANCIAL REPORT

Business Manager Debra Morris presented the final financial report of the 2016-17 Fiscal Year, which ended on June 30, 2017. She informed the Board that the auditor had visited for one day and everything went well.

- Motion by Sharon Ponder to accept the Treasurer's Financial Report, seconded by Kathy Gilbert; motion approved.

OLD BUSINESS

Carolyn Fuller reported that the carpet replacement for the McDonough library was completed. She explained that when the Board approved the Closure Schedule for calendar year 2018 at the regular board meeting on September 18, 2017, there were some dates that were not yet available for Board approval. Two days are needed for staff training, and the dates of the PINES upgrade closures were unavailable at the time the schedule was approved. The dates for the PINES upgrade are determined by Georgia Public Library Service and were announced after the September 18 meeting. Carolyn Fuller requested that the Board revise the 2018 Closure Schedule to reflect staff training days on April 20 and October 19, and the PINES upgrade on January 14. After discussion of the 2018 Veteran's Day observance, the Board discussed closing the library system on Sunday, November 11, 2018 and on the November 12, 2018, which is the date the federal government will observe veteran's Day.

- Motion by Kathy Gilbert to add November 12 to the list of holiday closures in observance of Veteran's Day, seconded by Kathy Gardner; motion approved.
- Motion by Kathy Gilbert to add the two staff training days requested and the date of the PINES upgrade to the list of 2018 closures, seconded by Mary Scroggs; motion approved.

NEW BUSINESS

Carolyn Fuller shared the final version of the new HCLS mission statement, vision statement, and strategic plan for the next three years. She thanked the members of the Library Board, the library staff, and the public for their input on the strategic plan. Library Board Chair Dr. Gordon Baker expressed his approval of the strategic plan, but suggested that next time the library system undertakes the strategic planning process we should consider projecting goals for a longer range such as five to seven years.

- Motion by Sharon Ponder to accept the vision statement, mission statement, and strategic plan as presented, seconded by Mary Scroggs; motion approved.
- Motion by Kathy Gilbert to move to executive session to discuss personnel matters, seconded by Sandy McGarity; motion approved.

EXECUTIVE SESSION

Carolyn Fuller announced her intention to retire as Director of HCLS effective December 31, 2017.

- Motion by Kathy Gilbert to accept the retirement of Carolyn Fuller, seconded by Mary Scroggs; motion approved.

There followed a discussion of options for filling the position of Library Director. In accordance with library policy, the vacancy will be announced in-house for five days beginning December 1, 2017. The search will be expanded to a national level on January 1, 2018. Carolyn fuller recommended that Assistant Director Kathy Pillatzki be named Interim Director until the position can be permanently filled.

- Motion by Kathy Gardner to appoint Kathy Pillatzki as Interim Director effective January 1, 2018, seconded by Kathy Gilbert; motion approved.
- Motion by Kathy Gilbert to conclude Executive Session, seconded by Kathy Gardner; motion approved.
- Motion by Kathy Gilbert to reconvene the regular session, seconded by Sharon Ponder; motion approved.

CONFIRMATION OF THE NEXT MEETING DATE

The next regular meeting of the Henry County Library System Board of Trustees will be on December 4, 2018 at 5:30 PM in the meeting room of the administration wing of the McDonough library.

ADJOURNMENT

- Motion by Kathy Gardner to adjourn, seconded by Kathy Gilbert; motion approved.