

Hall County Library System  
Board of Trustees  
Tuesday, May 23, 2023  
Gainesville library – 6:00 pm

Present:

Mollie Stowe, Vice Chair  
Taylor Ewing  
Leslie Jarchow  
Madison Gee  
Rebecca Hamby  
Dr. John Delzell

Absent:

Killian Edwards, Chair  
Maryellen Cosgrove  
Gary Hulion  
Jamie Lovett  
Kathy Cooper, Ex-Officio

Others Present:

Lisa MacKinney, Library Director  
Adrienne Junius, Assistant Director  
Emily Braselton, Admin & HR Manager

Vice-Chair Stowe called the meeting to order with a quorum at 6:01 pm.

Vice-Chair Stowe entertained a motion to approve the agenda for the May 23, 2023 library board meeting. Taylor Ewing made the motion. Leslie Jarchow seconded the motion. The motion was unanimously approved.

Vice-Chair Stowe then entertained a motion to approve the minutes for the February 21, 2023 board meeting and the April 11, 2023 personnel committee meeting. Dr. John Delzell made the motion. Madison Gee seconded the motion. The motion was unanimously approved.

Vice-Chair Stowe then asked Director MacKinney for the financial report. Director MacKinney informed the board that the library system is doing well. There have been issues with purchasing needed supplies, but that the next board report should reflect more expenditures, as supplies are purchased for the end of the fiscal year, the Blackshear Place renovations are made, and the summer staffing is enhanced. The amount for the security coverage at the Gainesville library will also be reflected. Passport money will be down this month, due to the appointment system put in place during Blackshear Place library's closure. The library system is currently \$100,000 over in revenue. Director MacKinney stated that the library system is trying to order new furniture for the Blackshear Place library.

The board then voted to go into executive session to discuss Director MacKinney's performance review and salary approval at 6:07 pm. The board came out of executive session at 6:11 pm. Vice-Chair Stowe made a motion to approve the director's salary and benefits for FY24. Dr. John Delzell seconded the motion. The motion was unanimously passed.

Vice-Chair Stowe then asked Director MacKinney for the Friends of the Library report. Director MacKinney said that the Friends had done very well in their latest book sale. New signage will be arriving at the Spout Springs library that will include a modifiable sign advertising the Friends of the Library café. The Friends will also be holding a t-shirt sale fundraiser this summer.

Moving on to old business, Vice-Chair Stowe then asked Director MacKinney for an update on Blackshear Place. Director MacKinney stated that the ceiling grid had to be replaced which was an unexpected expense, but that the library was expecting unknown issues would come up. LED lights have been added, and all new ceiling tiles, new flooring and paint. New furniture will be coming. The end panels will be painted, coming in at under \$20,000 under budget. The library has also saved \$10,000 on moving expenses due to the county's help. Director MacKinney requested that some funds be moved from the health insurance budget, which has a surplus of funds, into the Blackshear Place renovation for the purchase of new furniture.

Vice-Chair Stowe then requested a motion to move \$25,000 from FY23 health insurance budget to Blackshear Place renovation. Leslie Jarchow made the motion. Taylor Ewing seconded the motion. The motion was unanimously passed.

Director MacKinney then gave an East Hall Update. Hall County Library System received a \$3 million state grant for the project. Director MacKinney stated that she thinks this will be an exciting project and a great resource for the community. Hopefully a site for the East Hall library will be obtained soon.

Vice-Chair Stowe then asked for a Strategic Plan Update. Director MacKinney stated that Ben Carter from Georgia Public Library Service had recently facilitated a very successful community retreat, and is working on a draft based on that retreat. Requests for enhancements to services already offered, such as more books and programs, were noted. Director MacKinney stated that Chair Killian Edwards was doing a great job representing the library board.

On to new business, Vice-Chair Stowe entertained a motion to give Library Director Lisa MacKinney signature authority for all contracts and other documents for FY2024 and to authorize Board Chair Killian Edwards to complete the FY24 Application for State Aid. Leslie Jarchow made the motion, Madison Gee seconded the motion. The motion was unanimously passed.

Director MacKinney stated that the voting policy needed to be updated due to a change in Georgia law, allowing employees two unpaid hours of voting time. Vice-Chair Stowe entertained a motion to approve the recommended policy change to the Voting personnel policy. Dr. John Delzell made the motion. Taylor Ewing seconded the motion. The motion was unanimously passed.

Director MacKinney then presented the board with an updated job description for the Blackshear Place branch manager, the Branch and Passport Program Manager. Director MacKinney stated that along with the regular duties of the branch manager, this position also has to run the passport program. Director MacKinney said that Veronica Gomez, the branch manager, has been doing a tremendous job with this program. Vice-Chair Stowe then entertained a motion to approve the recommended job description for Branch and Passport Program manager. Leslie Jarchow made the motion. Madison Gee seconded the motion. The motion was unanimously passed.

Vice-Chair Stowe then asked for the director's report. Director MacKinney stated that usage is up from FY2022. Visits are up across all the branches. Spout Springs circulations have increased proportionally since November 2022. Many passports are being done, Blackshear Place library is one of the busiest passport programs in Northeast Georgia. The library gained 5500 new cardholders. E-material use is up nearly 50%. This year's summer reading program is expected to be big.

Director MacKinney then updated the board on announcements and other business. The FY24 board calendar was reviewed. Director MacKinney recognized outgoing board member Gary Hulion for his service, and stated that books in his honor would be put in the library. The next board meeting is scheduled for August 22, at 6:00 pm.

With no further business to discuss, Vice-Chair Stowe then entertained a motion to adjourn. Madison Gee made the motion. Taylor Ewing seconded the motion. The motion was unanimously passed. The meeting adjourned at 6:58 pm.

Respectfully submitted,

MS/eb