

Hall County Library System  
Board of Trustees November 18, 2019 Minutes  
Web/Teleconference – 6:00pm

**Present:**

Leslie Jarchow, Chair  
Jamie Lovett, Vice-Chair  
Maryellen Cosgrove  
Killian Edwards  
Taylor Ewing  
Madison Gee  
Cathryn Smith  
Mollie Stowe

**Absent:**

Gary Hulion  
Amy White  
Kathy Cooper, Ex-Officio

**Others Present:**

Lisa MacKinney, Director; Adrienne Junius, Asst. Director; Heather Glenn, Administrative Assistant

Chair Leslie Jarchow called the meeting to order at 6:02pm with a quorum.

Chair Jarchow entertained a motion for approval of the agenda. Taylor Ewing made a motion to approve the agenda. Cathryn Smith seconded the motion. The motion was unanimously approved.

The Board reviewed minutes from the November 12, 2019 Construction Committee Meeting; the November 18, 2019 Board Meeting; the February 11, 2020 Construction Committee Meeting; and the February 24, 2020 Executive Committee Meeting. Taylor Ewing made a motion to approve all sets of Minutes. Madison Gee seconded the motion. The motion was unanimously approved.

Lisa MacKinney reported the auditors came to the February meeting but there was not a quorum to accept the report. The auditors did give a stellar report which was available to the whole Board via video and there were no questions or concerns from the Board thus far. Maryellen Cosgrove made a motion to accept the FY19 audit report as it was presented. Mollie Stowe seconded the motion. The motion was unanimously approved.

Lisa MacKinney gave a state funding update and reviewed the March financial report. She stated the library system has been closed for six weeks so expenses and revenue are down. The Library will keep all vacant positions frozen for the time being. She stated the budget should balance in June with some adjustments. Lisa MacKinney also stated that she was concerned about next year cuts on the local and state level.

Lisa MacKinney stated she did turn in the FY21 budget request. She stated she knows the additional staff and operating hours for Gainesville will most likely not happen. Lisa MacKinney informed the board that Per Georgia Public Library Service financial guidelines the salary and benefits of the library director must be approved separately from the general budget each year. Killian Edwards made a motion to approve the Director's State reimbursed salary \$81,473.00, locally paid salary supplement \$12,874.00 and benefits \$35,316.00 for the total of \$129,663.00. Mollie Stowe seconded the motion. The motion was unanimously approved.

Under old business, Lisa MacKinney informed the board that the Gainesville renovation is going well. She stated the County was not able to have inmates to work on the flooring and painting during the pandemic which increased the project costs. She reported furniture bids are in and some were very fair. She stated the Library could be opening September or October. Lisa MacKinney informed the Board that Bernice and Carlyle Cox have been supporters of the library for thirty years, both serving on the Board and in the Friends of the Library. She asked the board to consider naming the new Administrative Wing in their honor. Maryellen Cosgrove made a motion to name the Administrative Wing after Bernice and Carlyle Cox. Cathryn Smith seconded the motion. The motion was unanimously approved.

Lisa MacKinney gave an update on the future East Hall Library. She submitted a grant application to Hall County for approval so the Library can apply for a matching state construction grant and it has been turned in to the state. She is working on a program plan for the facility.

Lisa MacKinney updated the Board on COVID-19. She stated the Hall County is starting a phased reopening on May 18, 2020. She informed the Board that the Library usually follows the County with reopening plans. She provided a written plan and requested to reopen the Library on May 18, 2020 with limited services to the public. She stated curbside services will be contactless and staff members who are high risk will not be required to come in. She informed the Board the staff schedule will be staggered through out the Library System. Cathryn Smith made a motion to approve the proposed plan for reopening the libraries during COVID-19 pandemic. The Director shall determine timing of implementation of phases based on available data and recommendations of local, state, and federal officials with local government taking precedence. Mollie Gee seconded the motion. The motion was unanimously approved.

Under new business, Lisa MacKinney presented the FY21 closing calendar to the board. She requested removing Staff Development Day. She stated staff has had a great deal of continuing education during the COVID-19 crisis. She stated by not closing that day for training it would give hours to the public. Taylor Ewing made a motion to accept the Calendar for FY21 with the removal of Staff Development Day. Jamie Lovett seconded the motion. The motion was unanimously approved.

Lisa MacKinney reviewed the Library TIAA plan. She requested the board accept the changes to the plan as it was presented. Maryellen Cosgrove made a motion to accept the plan as it was presented. Killian Edwards seconded the motion. The motion was unanimously approved.

Lisa MacKinney reviewed the Library Travel policy. She requested the board accept the policy as it was presented. Maryellen Cosgrove made a motion to accept the policy as it was presented and adding follow the University of Georgia high area per diem language to the policy. Killian Edwards seconded the motion. The motion was unanimously approved.

Maryellen Cosgrove made a motion to adjourn. Cathryn Smith seconded the motion. The motion was unanimously approved. Chair Jarchow adjourned the meeting at 6:40pm.

Respectfully Submitted,

Leslie Jarchow, Chair  
LJ/hg