

Hall County Library System
Board of Trustees August 24, 2020 Minutes
Web/Teleconference – 6:00pm

Present:

Leslie Jarchow, Chair
Mary Ellen Cosgrove
Killian Edwards
Madison Gee
Gary Hulion
Cathryn Smith
Mollie Stowe
Amy White

Absent:

Taylor Ewing
Janie Lovett
Kathy Cooper, Ex-Officio

Others Present:

Lisa MacKinney, Library Director
Adrienne Junius, Assistant Director
Lydia Hahne, Business Manager
Megan Reed, Times Reporter
N. Booth

Chair Leslie Jarchow called the meeting at 6:00pm with a quorum.

Chair Jarchow entertained a motion to approve the agenda for the August 24, 2020 library board meeting. Amy White made the motion. Gary Hulion seconded the motion. The motion was unanimously approved.

The board reviewed the minutes for the June 8, June 18, and July 28 library board and committee meetings. Chair Jarchow entertained a motion to approve all the minutes. Mary Ellen Cosgrove made the motion. Killian Edwards seconded the motion. The motion was unanimously approved.

Director Lisa MacKinney reviewed the June 2020 financial report. The library over expended in its budget for E&O insurance, telecommunications, and vehicle maintenance. The library did not receive all of its projected local revenue from copier fees, fines, and passport fees due to Covid-19. She recommended approving budget adjustments to the copier fees, fines, passport fees, assigned fund balance, building maintenance, E&O insurance, postage, telecommunications, and vehicle maintenance to balance the FY20 year end budget. Chair Jarchow entertained a motion to approve the recommended budget adjustments to balance the FY20 budget. Amy White made the motion. Cathryn Smith seconded the motion. The motion was unanimously approved.

Director MacKinney reviewed the July 2020 financial report. She indicated the revenue from copier, fines, and passport fees are down due to the limited library services from COVID-19. Some expenditures like insurance and dues are paid at the beginning of the fiscal year.

Director MacKinney presented an amended final FY21 budget for board approval. The library did not receive the anticipated budget cut from the state of Georgia. She recommended that state funding be allocated as follows: salaries/benefits: \$289,657, materials: \$73,065, and SSG to be allocated for cleaning: \$53,363. At the end of FY20 the library has approximately \$28,000 left to put in unassigned

fund balance. She recommended allocating the bulk of these funds into three areas: \$2228 in cleaning, \$7000 into supplies for additional PPE and other COVID-19 related expenses, and \$18,000 into staffing to help offset potential staff shortages related to COVID -19 absences. Chair Jarchow entertained a motion to approved the recommended budget adjustments and fund balance allocation for FY21. Mary Ellen Cosgrove made the motion. Cathryn Smith seconded the motion. The motion was unanimously approved.

Director MacKinney presented the Director's Report. She presented the year end FY20 statistics. Due to COVID-19 there was an increase in database usage. The library's main energy has been focused on reopening the branches and moving into the renovated Gainesville library.

Director MacKinney gave an update on the Gainesville renovation. The library is striving to have a small opening ceremony on September 17, 2020. Hall County is working with the library to live stream the ceremony. Shelving is being installed and furniture will be arriving soon.

Director MacKinney gave an update on COVID-19. She indicated the branch libraries except for the Gainesville library reopened on August 24, 2020. Patrons are being asked to limit their time in the library to one hour. MacKinney informed the board that she discovered a typo in the wording of Phase 4 CDC transition recommendation. She requested approval to change the wording to minimal transitions instead of none. Chair Jarchow entertained a motion to approve the changing of the wording to the CDC recommendation of phase 4 to minimal transitions. Cathryn Smith made the motion. Madison Stowe seconded the motion. The motion was unanimously approved.

Director MacKinney reported that the Northeast Georgia Health System wants to partner their Fraser Resource Center with HCLS. The library has been asked if we would consider making the Fraser Center's circulating collection a deposit collection of the Hall County Library System. Director MacKinney requested approval to pursue the partnership with NGHS and the state library with the understanding that the program would have to be cost/resource neutral to the Hall County Library System. Chair Jarchow entertained a motion to add the Fraser Collection of Northeast Georgia Medical Center as a deposit collection of the Hall County Library System contingent upon PINES approval. Mary Ellen Cosgrove made the motion. Mollie Gee seconded the motion. The motion was unanimously approved.

Director MacKinney presented a new policy, Remote Work Policy, for board approval. Chair Jarchow entertained a motion to approve the new Remote Work Policy. Gary Hulion made the motion. Amy White seconded the motion. The motion was unanimously approved.

The next meeting is scheduled for November 16, 2020 at 6pm.

With no further business to discuss, Chair Jarchow entertained a motion to adjourn. Mary Ellen Cosgrove made the motion. Madison Gee seconded the motion. The motion was unanimously approved. Chair Jarchow adjourned the meeting at 6:35pm.

Respectfully Submitted,

Leslie Jarchow, Secretary

LJ/lh