

Hall County Library System
Board of Trustees
February 20, 2018 Minutes
Gainesville Library – 5:00pm

Present:

Mark Pettitt, Chair
Kathy Gailey
Julie Walls
Raleigh Merchant
Leslie Jarchow
Cathryn Smith
Andy Henderson
Amy White

Absent:

Leslie Frierson
Gary Hulion
Kathy Cooper, Ex-Officio

Others Present:

Lisa MacKinney, Director
Heather Glenn, Administrative Assistant
Samuel Evans, Facilities Manager

Jeanne Jimerson, Director of Adult Services
Gail Hogan, Library Staff

Chairman Mark Pettitt called the meeting to order at 5:10pm with a quorum.

The minutes of the October 17, 2017 library meeting were reviewed. Andy Henderson made a motion to approve the minutes. Kathy Gailey seconded the motion. The motion was unanimously approved.

The minutes of the December 21, 2017 executive committee meeting were reviewed. Andy Henderson made a motion to approve the minutes. Kathy Gailey seconded the motion. The motion was unanimously approved.

Lisa MacKinney reviewed the January 2018 financial report. Leslie Jarchow made a motion to approve the financial report as presented. Andy Henderson seconded the motion. It was unanimously approved.

Lisa MacKinney reported the annual audit was held the first week of September and it was a clean audit once again. She stated there will be no presentation from auditors unless requested by the board.

Lisa MacKinney presented to the board a tentative budget for Fiscal Year 2019. She stated the budget included a 2.5% raise to staff to be implemented in October. She stated Teacher's Retirement will have a mandatory increase from 16.81% to 20.9% contribution rate for employers which will be an increase of about \$49,000.00. She also recommend raising passport revenue to \$150,000 since we have now collected two years of figures. Andy Henderson made a motion to accept the budget as it was presented. Kathy Gailey seconded the motion. The motion was unanimously approved.

Mark Pettitt reviewed Lisa MacKinney's salary because she is the board's only direct report employee. He stated Lisa MacKinney earns \$79,875 from state funding and \$11,889 from a local supplement. Mark request permission from the board to accept Lisa MacKinney salary as it was present. Andy Henderson made a motion to accept Lisa MacKinney's budgeted salary as it was presented. Kathy Gailey seconded the motion. The motion was unanimously approved

Lisa MacKinney reviewed the circulation and statistical reports from October 2017 to January 2018 and the Director's and Branch activity reports noting in particular that summer programs will be held at the East Hall Community Center.

Lisa MacKinney reported the activities of the Friends of the Library. The Friends' annual book sale will be held the weekend of May 5-6, 2018 due to upcoming renovations. She also stated the Friends' held a fundraiser on October 20, 2017 focusing on ghost stories and raised \$600.00. The Friends have several upcoming fundraisers under discussion such as Minecraft Kids Night Out, Escape Room for all ages, a Scrabble Tournament, and another Mystery Dinner Theater.

Lisa MacKinney gave an update on the Gainesville Library renovation project. The renovation is currently first on the state construction list. Lisa MacKinney requested permission to request funding from the county for an off sight rental location during renovation. Andy Henderson made a motion to give Lisa and the Construction committee permission to investigate off sight rental and Lisa MacKinney permission to request funding for rental. Leslie Jarchow seconded the motion. The motion was unanimously approved.

Lisa MacKinney recommended the Board accept changes to the Library's Pay Schedule Policy. Andy Henderson made a motion to accept the recommended changes to the policy as it was presented. Leslie Jarchow seconded the motion. The motion was unanimously approved.

Lisa MacKinney presented a list of surplus equipment to be removed from inventory. Leslie Jarchow made a motion to approve the list of surplus equipment. Cathryn Smith seconded the motion. The motion was unanimously approved.

Lisa MacKinney reviewed the Constitution and Bylaws for the Hall County Library System. Andy Henderson made a motion to accept the Constitution and Bylaws as they were presented. Raleigh Merchant seconded the motion. The motion was unanimously approved.

Chairman Mark Pettitt announced the next scheduled board meeting will be held on May 22, 2018 at 5pm, Gainesville Library.

With no further business to discuss Chairman Mark Pettitt adjourned the meeting at 6:15pm.

Respectfully Submitted,

Mark Pettitt, Library Board Chairman

MP/hg