

Hall County Library System
Board of Trustees
Tuesday, November 29, 2022
Gainesville Library – 6:00pm

Present:

Killian Edwards – Chair
Mollie Stowe – Vice Chair
Maryellen Cosgrove
Dr. John Delzell
Taylor Ewing
Rebecca Hamby
Gary Hulion
Leslie Jarchow
Jamie Lovett

Absent:

Madison Gee
Kathy Cooper, ex-officio

Others Present:

Adrienne Junius, Assistant Director
Lydia Hahne, Business Manager

Chair Edwards called the meeting to order with a quorum at 6:05pm.

Chair Edwards entertained a motion to approve the agenda for the November 29, 2022 library board meeting. Leslie Jarchow made the motion. Dr. John Delzell seconded the motion. The motion was unanimously approved.

Upon review of the August 23, 2022 board meeting minutes, Chair Edwards entertained a motion to approve the minutes. Leslie Jarchow made the motion. Taylor Ewing seconded the motion. The motion was unanimously approved.

Assistant Director Junius reviewed the financial report as of October 31, 2022. She stated the operating budget is in good financial standing and as of November 29, 2022 the library has collected over \$100,000 in passport revenue. Assistant Director Junius requested approval to increase the passport revenue budget by \$80,000 and to increase the salaries/benefits budgets by \$80,000 to accommodate increased volume in services, including passport services, outreach services, and administrative services. Dr. John Delzell made the motion to approve the financial report as of October 31, 2022 and to approve amending the budget adjustments to passport revenue and to salaries/benefits. Leslie Jarchow seconded the motion. The motion was unanimously approved.

Assistant Director Junius requested approval to amend the current Administrative Assistant job description to a new job description, Human and Administrative Services Manager. Dr. John Delzell made the motion to approve the Human and Administrative Services Manager job description. Leslie Jarchow seconded the motion. The motion was unanimously approved.

Assistant Director Junius gave an update about the activities of the Friends of the Library. Diletto Bakery at Spout Springs continues to be successful. The Dark and Stormy Night fundraiser was very successful and had wonderful reviews. The Friends' book sale will be April 29-30, 2023.

Under old business, Assistant Director Junius gave an overview of the LEAD program. Several employees participated in the year long program which finished up in October 2022. The employees who participated in the program presented topics at Staff Development Day.

Assistant Director Junius requested approval of the updated FY23 holiday schedule to include closing December 31, 2022. Jamie Lovett made the motion to approve the updated FY23 holiday schedule. Maryellen Cosgrove seconded the motion. The motion unanimously approved.

Under new business, Assistant Director Junius presented recommended changes to the Education Leave and the Annual Leave policies. Mollie Stowe made the motion to approve the recommended changes to the Education Leave and Annual Leave policies. Dr. John Delzell seconded the motion. The motion was unanimously approved.

Chair Edwards entertained a motion to go into Executive Session for a discussion regarding land acquisition and land disposition. Leslie Jarchow made the motion. Taylor Ewing seconded the motion. The motion was unanimously approved. The board entered into executive session at 6:23pm. At 6:35pm the board exited out of executive session.

Assistant Director Junius gave the Director's report. The auditors are wrapping up the FY22 audit. The FY22 annual report has been submitted to the state. In the near future the library will likely be converting to G-suite. The Library Director's meeting will be held in Savannah, GA from December 5-9, 2022. The Gainesville Library hosted the Fall Library Director's meeting in September and Commissioner Shelly Echols and Representative Matt Dubnik welcomed the group. Kevin Ivy from Hall County Maintenance is looking for contractors for the Blackshear Place Library renovation, and she also stated there are plans to keeping the library opened during the renovation. Early voting numbers have been massive. Strategic planning continues. Statistics have increased from FY22, but the numbers have not increased to pre-covid statistics. Overdrive and Hoopla statistics are great. Computer usage is down, but computer minutes are up due to the library lifting the time use cap. Adult programs have increased due to the efforts of the new Adult Services Director and the two new programming library assistants.

There was no other business to discuss. Chair Edwards announced the next library board meeting would be held on February 21, 2023 at 6pm at the Gainesville Library.

Chair Edwards entertained the motion to adjourn. Dr. John Delzell made the motion. Maryellen Cosgrove seconded the motion. The motion was unanimously approved. The meeting adjourned at 7:00pm.

Respectfully Submitted,

Killian Edwards
Secretary

KE/lh