

Hall County Library System
Board of Trustees Tuesday February 22, 2022 Minutes
Gainesville Library – 6:00 pm

Present:

Killian Edwards - Chair
Dr. John Delzell
Rebecca Hamby
Cathryn Bennett Smith
Taylor Ewing
Maryellen Cosgrove
Madison Gee

Others Present:

Lisa MacKinney – Library Director
Adrienne Junius – Assistant Director
Lydia Hahne – Business Manager
Emily Braselton – Administrative Assistant

Absent:

Mollie Stowe – Vice Chair
Gary Hulion
Jamie Lovett
Kathy Cooper

Chair Killian Edwards called the meeting to order at 6:01 pm with a quorum.

Chair Edwards entertained a motion to approve the agenda for the February 22, 2022 library board meeting. Dr. John Delzell made the motion. Cathryn Bennett Smith seconded the motion. The motion was unanimously approved.

Chair Edwards then reviewed the approval of minutes. Cathryn Bennett Smith asked about the estimated cost for the Gainesville Library walkway design recorded in the construction committee’s minutes. Director Lisa MacKinney stated that this had been set aside earlier, and would come from Friends of the Library funds. Director MacKinney said that plans for the walkway design to join the anticipated crosswalk near the plaza were being discussed. Chair Edwards entertained a motion to approve the minutes for the November 16, 2021 board meeting, January 11, 2022 executive committee meeting, and the February 7, 2022 construction committee meeting. Taylor Ewing made the motion. Madison Gee seconded. The motion was unanimously approved.

Chair Edwards asked Director MacKinney to review the financial report. The fiscal year 2021 audit went well. There was nothing of concern to the auditors or to the library when reviewing the results. Dr. John Delzell asked about two adjustments listed on the report. Director MacKinney stated that one was an adjustment that resulted in moving from the Blackbaud system, and the other was for items purchased by the county for the Gainesville Library renovation and claimed on Hall County’s reports. Chair Edwards then entertained a motion to approve the recommended budget adjustments for FY22. Dr. John Delzell made the motion. Maryellen Cosgrove seconded. The motion was unanimously approved. Chair Edwards thanked business manager Lydia Hahne for her work on the audit.

Director MacKinney then moved on to the January 2022 financial report. Fines and copier revenue are up. Only one branch had to close due to staffing shortages. A substitute employee will be working consistent nights and weekends to help with staffing for the time being. Taylor Ewing asked about current staff openings. Director MacKinney stated that there were two vacancies right now.

Director MacKinney then reported on the budget adjustment for FY22. Passports are doing very well, and the library would like to increase passport revenue in the budget. Printing expenses for items such as library cards, which are not purchased on a regular basis, resulted in an increase in the printing budget. The library was asking for an increase in the building maintenance fund, due to needed work on the doors at the Blackshear Place library and other projects, and an increase in the contractual services budget, due to screenings for new employees and to expand the library's Lead program, as well as a service to file the library's 990 form online. Chair Edwards entertained a motion to approve the recommended budget adjustments for FY22. Cathryn Bennett Smith made the motion. Taylor Ewing seconded. The motion was unanimously passed.

Director MacKinney reported on the budget for fiscal year 2023. The library recommends increasing passport revenue and asking the county for a five percent raise for all staff. There is also a request to create three new positions: a full-time position to work at the Murrayville and North Hall branches and a full-time position to work at the Spout Springs and Blackshear Place branches. Both of these positions would help the branches with staffing and programming. The third position requested is a part-time position to help with the enormous amount of outreach requests the library receives. Director MacKinney stated that the library is in talks with the Gainesville and Hall County school systems about implementing PLAY cards, which would result in an increase in material use. The library is requesting an increase in local money for these resources. Funds for the Summer Reading Program were also requested. Library staff recommends budgeting \$25,000 from the fund balance. Chair Edwards then entertained a motion to approve the FY23 budget as recommended and submit the budget request to the Hall County Board of Commissioners. Dr. John Delzell made the motion. Maryellen Cosgrove seconded. The motion was unanimously approved.

Director MacKinney then gave the Friends of the Library report. The Friends have signed a lease with Diletto Bakery for the café space at the Spout Springs branch. They are hoping to have a May 1st opening. Board member Jamie Lovett represented the board and the Friends of the Library well as Chair of the Committee exploring this project. The Friends chose Diletto due to their solid business plan, and enthusiastic ideas for programs with the library. A new Vice-President for the Friends has been elected.

Under old business, Chair Edwards asked for a Covid-19 update. Director MacKinney reported that the library is struggling slightly with staffing, but there have been improvements this week. Staff are wearing masks when around each other and the public.

Under new business, Director MacKinney stated that the library was recommending the surplus of broken and outdated equipment. Chair Edwards entertained a motion to approve the removal of the recommended items from library inventory. Taylor Ewing made the motion. Madison Gee seconded. The motion was unanimously approved.

Also under new business, Director MacKinney shared the FY23 calendar. While most of the dates are listed in policy, the date for a Staff Development Day is kept flexible for scheduling purposes. Chair Edwards then entertained a motion to approve the recommended operations calendar for FY23. Cathryn Bennett Smith made the motion. Dr. John Delzell seconded. The motion was unanimously approved.

Director MacKinney reviewed policy update recommendations. Chair Edwards entertained a motion to approve the recommended policy changes to the Hiring Practices, Appropriate Appearance and Dress, and Employee Lunch and Break Schedule Policies. Taylor Ewing made the motion. Rebecca Hamby seconded. The motion was unanimously approved.

Director MacKinney then shared the director's report. Stats are up in circulation and program attendance. Hoopla use has gone up slightly, and Libby/Overdrive use has increased. Adult Services Director Jeanne Jimerson retired in December. Janine Cline has accepted the position, and has been working on the Overdrive collection, and the new books section of the Gainesville library. Meeting room use statistics are down from last year. This is due to the fact that early voting was held last year. Storytimes and other programs for children have been doing very well.

The LEAD program Adrienne Junius has been heading has been successful. PINES recently had an upgrade, and the PINES executive committee met in December to vote on procedures, with details to be released soon. The parking lots at the Murrayville, Blackshear Place and Spout Springs libraries have all been restriped. Spout Springs and Murrayville are in the process of having HVAC units replaced. An MRR grant for Blackshear Place was submitted for next year.

Under announcements and other business, Director MacKinney stated that strategic planning would be starting soon. The library is very interested in hosting another Community Retreat to allow members of the public to input ideas for the library to focus on during the next five years.

The next board meeting is scheduled for Tuesday, May 24th, at 6 pm.

With no further business to discuss, Chair Edwards entertained a motion to adjourn the meeting. Cathryn Bennett Smith made the motion. Maryellen Cosgrove seconded. The motion was unanimously approved.

The meeting was adjourned at 7:07 pm.

Respectfully submitted,
KE/eb