

Bartow County Library System

Board of Trustees

Minutes

Jul 30, 2020

Cartersville Public Library Conference Room

5:00 pm

Type of Meeting: Regular Meeting

Attendees: Louise Panter, Anne Walker, Brandon Johnson, Karen Barnhart, Cecelia Carson, Carmen Sims, Jill McAllister, Ron Fahey

Meeting Facilitator: Michelle Haney, Chair

Minutes Recorded by: Chantay Howard

Absent: Randi Sonenshine

Michelle Haney called the meeting to order at 5:02pm.

Anne Walker made motion to approve the minutes of April 30, 2020 as presented. Cecelia Carson seconded/unanimously approved.

Jill McAllister presented the Financial Report. Board members received the financial information electronically prior to the meeting. The year ended much differently than expected due to the extended library closure. There was little to no library revenue collected in the fourth quarter. With the buildings closed to the public, expenditures shifted to building maintenance such as deep cleaning of carpets and upholstery; as well as purchasing more electronic materials for public use. Fewer funds were used for print materials and technical service supplies. The library is ending the year with remainder funds. This is primarily due to staff vacancies and furloughs, along with utilities coming in under budget.

Jill informed the Board per established policy, during FY2020 over \$100,000 in uncollected fines and fees from 2013 and 2014 were written off and removed from Sirsi.

Carmen Sims summarized the Director's Report which Board members received electronically. Despite overall lower service statistics due to the library's closing and reduced services, adult program attendance increased by 134%. Virtual recorded program attendance accounted for 7% of total adult program attendance with Adairsville increasing adult program attendance by 46% due to innovative Instagram programs conducted by Adairsville staff. Carmen announced digital circulation increased 6% accounting for 20% of total circulation. Carmen reported the board authorized requirement to wear masks in all library branches is going much smoother than expected, with very few complaints. The library is providing disposable masks to patrons without one.

Prior to the meeting, board members received the proposed FY2021 budget electronically with the accompanying notes. Questions were answered regarding line items for electronic materials. Brandon Johnson made motion to approve the FY2021 budget as presented which includes all staff salaries and supplements/Anne Walker seconded/unanimously approved.

Karen Barnhart made motion to approve the four inventory disposals as presented/Brandon Johnson seconded/unanimously approved.

Carmen Sims presented the proposed telework policy to permit qualified staff to work remotely during special circumstances such as the present pandemic. The policy and agreement are based upon recommendations from SHRM (Society for Human Resource Management.) Anne Walker made motion to approve the Telecommuting Policy as presented/ Karen Barnhart seconded/unanimously approved.

Karen Barnhart made motion to approve Carmen Sims, Director, as the library system's authorized signature authority/ Louise Panter seconded/unanimously approved.

As Randi Sonenshine, chairman of the Personnel Committee, was absent, Michelle Haney and Carmen Sims explained the evaluation process for the director. The Board was informed Randi will be emailing the evaluation form, accomplishments from FY20, and goals for FY21.

Anne Walker made motion to approve reappointment of the existing slate of officers of Michelle Haney as chairman, Louise Panter as Vice-Chairman, and Karen Barnhart as Secretary-Treasurer/Brandon Johnson seconded/unanimously approved.

Michelle Haney reappointed Karen Barnhart, Louise Panter and Brandon Johnson to the Finance Committee and Randi Sonenshine, Anne Walker and Cecelia Carson to the Personnel Committee.

Karen Barnhart made motion to adjourn at 5:24 pm/Cecelia Carson seconded.