

Hall County Library System  
Board of Trustees Monday May 24, 2021 Minutes  
Virtual/Teleconference Meeting – 6:00 pm

Present:

Leslie Jarchow, Chair  
Jamie Lovett, Vice-Chair  
MaryEllen Cosgrove  
Taylor Ewing  
Madison Gee  
Gary Hulion  
Cathryn Bennett Smith  
Mollie Stowe

Absent:

Killian Edwards  
Amy White

Others Present:

Lisa MacKinney, Library Director  
Adrienne Junius, Assistant Director  
Lydia Hahne, Business Manager  
Emily Braselton, Administrative Assistant  
Alyson Shields, Access North Georgia reporter

Chair Leslie Jarchow called the meeting to order at 6:03 pm with a quorum.

Chair Jarchow entertained a motion to approve the agenda for the May 24, 2021 library board meeting. Taylor Ewing made the motion. Cathryn Bennett Smith seconded the motion. The motion was unanimously approved.

MaryEllen Cosgrove noted that the items on the agenda were not numbered in sequential order. Chair Jarchow entertained a motion to renumber the meeting agenda. Mollie Stowe made the motion. MaryEllen Cosgrove seconded the motion. The motion was unanimously approved.

Chair Jarchow entertained a motion to approve the minutes for the February 22, 2021 library board meeting, the April 26, 2021 personnel committee meeting, and the April 27, 2021 executive committee meeting. Gary Hulion made the motion. Taylor Ewing seconded the motion. The motion was unanimously approved.

Director Lisa MacKinney reviewed the April 2021 financial report. Director MacKinney informed the board that the library has held off on filling some vacant positions, and has been conservative enough with expenditures that money will probably not have to be taken from the fund balance to cover lost revenue. Director MacKinney stated that according to the financial report, the library was expected to have 17% left in its budget at this point in the fiscal year, and in fact had 23% of its budget left. She also informed the board that revenue from passport fees had increased this quarter, and that the library will collect all passport fee revenue that it had budgeted for. Fine and copier revenue remains low.

Chair Jarchow informed the board that the personnel committee had discussed the Director's salary for fiscal year 2022, and proposed a \$6,000 salary increase for the Director. Chair Jarchow entertained a motion to approve the director's salary and benefits for FY22. MaryEllen Cosgrove made the motion. Taylor Ewing seconded the motion. The motion was unanimously approved.

Director MacKinney shared the Director's Report with the board. The number of patrons visiting the library is expected to increase dramatically. Summer Reading Program has generated a lot of interest, and already has a high number of participants. Big events will be held outside in collaboration with local parks, with smaller programs being offered at the libraries. In person storytimes will begin again this

summer. Study rooms at the Gainesville branch have been heavily used. Electronic resources and databases have remained very popular, and the library will continue to offer curbside pickup options, though demand for this service has decreased. The Gainesville library recently hosted a SPLOST Committee Advisory meeting.

Under old business, Director MacKinney gave an update on the NGHS partnership. NGHS is helping to promote the summer reading program, and the library will be participating in an outreach event for residents in June. Director MacKinney has submitted a draft MOU to absorb some of their collection into the library's catalog, and they are in the process of reviewing it. Director MacKinney will bring the returned document back to the board for consideration once she receives it.

Director MacKinney gave a COVID-19 update. Hall County government has relaxed restrictions on mask wearing for fully vaccinated library staff. The results of an anonymous survey indicated that 76-80% of library staff have been at least partially vaccinated. The library is now fully open, with the exception of some morning hours at northern branches, which will be restored on June 1<sup>st</sup>, and closing hours on Fridays and Saturdays at all branches for curbside service. If curbside service continues to dwindle, this will be revisited. Meeting rooms have not fully reopened yet, but the library is moving towards opening them up for reservations. Director MacKinney asked that the board consider an update to the mask mandate for patrons attending programs. Chair Jarchow entertained a motion to require masks at indoor programs for ages 3+ at the request of the program presenter. Gary Hulion made the motion. Madison Gee seconded the motion. The motion was unanimously approved.

Under new business, the executive committee suggested changes to the Library Board Constitution and Bylaws. Director MacKinney sent the recommended changes to the county attorney, who saw no issues with them. One change was to the Constitution Article VI section 2 to amend to read as "The term of the office shall be three years. Board members shall serve staggered terms. No member shall serve more than two consecutive three-year terms unless more than three board members are rotating off the board at one time. In that instance, volunteers may be solicited to serve an additional term of 1-2 years to ensure staggered terms are maintained. These names will be submitted to their appointing Commissioner for potential re-appointment. Full terms will begin on July 1 and end on June 30 of the appropriate years. A member may be re-appointed after a one year absence from the Board." A second change was to the Bylaws Article IV sections 5 and 6. Section 5 was amended to read, "Citizens desiring to make a formal presentation to the Board must request, in writing, to be placed on the agenda, and such request must be delivered to the Chairman of the Board, Library Director or his/her designee at least two business days prior to the scheduled meeting. Citizens who would like to speak on the day of a meeting must limit their comments to items on the meeting agenda with a limit of two minutes per speaker." Section 6 amended to read as "A majority of the membership of the Library Board and committees shall constitute a quorum. Any vacancies on the Library Board shall reduce the number of members needed to make a quorum. No official business may be conducted without a quorum. Unless otherwise specified, a simple majority affirmative vote of the members present and voting shall be necessary to approve any action before the Board. The Chairman shall vote only to break the deadlock in a tie vote. Each member shall have one vote." Chair Jarchow entertained a motion to approve the recommended changes to the Hall County Library Board Constitution and Bylaws. Taylor Ewing made the motion. Gary Hulion seconded the motion. The motion was unanimously approved.

Chair Jarchow entertained a motion to approve the removal of two microfilm machines, two book carts, and two tables from library inventory. Cathryn Bennett Smith made the motion. Taylor Ewing seconded the motion. The motion was unanimously passed.

Chair Jarchow entertained a motion to give Library Director Lisa MacKinney signature authority for all contracts and other documents for fiscal year 2022 and to authorize incoming Board Chair Killian Edwards to complete the fiscal year 2022 Application for State Aid. MaryEllen Cosgrove made the motion. Taylor Ewing seconded the motion. The motion was unanimously approved.

Director MacKinney informed the board that outreach requests have become much more frequent, and that a point person to handle and organize these requests would be very helpful. With additional funding, creating this position may be possible. Chair Jarchow entertained a motion to approve the new job description Library Assistant III, Outreach Specialist. Mollie Stowe made the motion. Madison Gee seconded the motion. The motion was unanimously passed.

Director MacKinney presented recommended revisions to policies that had been made by staff during shelter in place closures. Chair Jarchow entertained a motion to approve the recommended changes to the following policies: Children Left in the Library, Time Sheets, Six Month Working Test, and Exhibits and Information Notices, and to remove the Audiovisual Equipment policy. Taylor Ewing made the motion. Gary Hulion seconded the motion. The motion was unanimously passed.

Director MacKinney shared a suggestion that a section of the library be named for local children's librarian Clara Bell McCrary. After discussion, Chair Jarchow entertained the motion that the Easy picture book section of the Gainesville library be named for Ms. McCrary. Vice-Chair Jamie Lovett made the motion. Madison Gee seconded the motion. The motion was unanimously passed.

In announcements and other business, Director MacKinney thanked exiting board members Chair Leslie Jarchow and Amy White for the exemplary service they provided during the challenges of the past few years. A plaque in honor of Chair Jarchow's service was displayed. Books in honor of Chair Jarchow will be placed in the Spout Springs library and books in honor of Amy White placed in the Gainesville library.

Director MacKinney announced that the next board meeting will be held on Monday, August 30<sup>th</sup>, at 6:00 pm.

With no new business to discuss, Chair Jarchow entertained a motion to adjourn. MaryEllen Cosgrove made the motion. Taylor Ewing seconded the motion. The motion was unanimously approved. Chair Jarchow adjourned the meeting at 7:02 pm.

Respectfully submitted,

Leslie Jarchow, Secretary

LJ/eb