

HENRY COUNTY LIBRARY SYSTEM

BOARD OF TRUSTEES

REGULAR MEETING

McDonough Library

Board Minutes, January 8, 2018, 5:30 PM

- Indicates action taken

CALL TO ORDER

The meeting was called to order by Dr. Gordon Baker at 5:35 PM

Present were Library Board members Dr. Gordon Baker, Kathy Gilbert, Mary Scroggs and Sharon Ponder. Also present were Interim Library Director Kathy Pillatzki, Gail Evans, Pam Bagby, Amanda Cox, Debra Morris and LaDonna Poole, Aimee Leavitt, Joy Caldwell.

ADDITIONS/APPROVAL OF AGENDA

There were no additions of the agenda.

- Motion by Kathy Gilbert to approve the agenda, seconded by Sharon Ponder; motion approved.

APPROVAL OF MINUTES

- Motion by Mary Scroggs to approve the minutes of the December 4, 2017 Library Board meeting, seconded by Kathy Gilbert; motion approved.

DIRECTOR'S REPORT

Kathy Pillatzki went over Carolyn Fuller's written report for December staff activities, including noting the PINES Executive Meeting, GADD, Georgia Council , & Library Directors' meeting in Savannah that both Kathy Pillatzki and Carolyn Fuller attended November 29-December 1. The staff held a Booksale on December 3. December 4, Kathy Pillatzki, Gail Evans, Melissa Gonzalez, Joy Caldwell , and Carolyn Fuller went to Scholastic to purchase books for the Connecting Henry Christmas event. December 8 was the Staff Christmas Party. Branch activities included the first Sensitive Santa program at the McDonough library, for families with special-needs children.

- Motion by Sharon Ponder to accept the Director's report, seconded by Kathy Gilbert; motion approved.

TREASURER'S FINANCIAL REPORT

There are no new financial reports this month.

OLD BUSINESS

- The board discussed the recruitment and appointment process for the position of Library Director. Kathy Pillatzki provided copies of the HCLS personnel manual pertaining to filling vacant positions. At this time the position has been announced in-house and externally in accordance with the policy. Dr. Gordon Baker announced that he had completed an initial assessment of the applicants for Library Director. Five of those applicants met the minimum requirements specified in the vacancy announcement. Dr. Baker informed the Library Board that he will send them the application materials from all five finalists and will provide a rubric to use in evaluating candidates. The regular meeting of the Library Board of Trustees on February 5, 2018 will include an Executive Session to discuss the candidates and select the ones that will be invited for an interview. Motion by Sharon Ponder to accept the old business, seconded by Kathy Gilbert; motion approved.

NEW BUSINESS

Georgia Public Library Service requires a signatory letter authorizing the Library Director to sign documents such as purchase orders and contracts on behalf of the Library System.

- Motion by Kathy Gilbert to give signatory authority to Interim Director Kathryn E. Pillatzki; seconded by Mary Scroggs; motion approved.

Library Board Chairman Dr. Gordon Baker signed the required form for signatory authority and it was notarized by LaDonna Poole. A copy will be provided to Georgia Public Library Service.

CONFIRMATION OF THE NEXT MEETING DATE

The next regular meeting of the Henry County Library System Board of Trustees will be on February 5, 2018 at 5:30 PM in the meeting room of the administration wing of the McDonough library.

ADJOURNMENT

- Motion by Mary Scroggs to adjourn, seconded by Kathy Gilbert; motion approved.