



West Georgia Regional Library System Board of Trustees Regular Meeting

MINUTES

January 28, 2020 at 10:00 a.m.

WGRLS Administration Building - Conference Room
124 W. Chandler St. // Carrollton, GA 30117

The meeting was called to order at 10:05 a.m. by Denney Rogers, Chairman.

Trustees in attendance (county in parenthesis):

- Denney Rogers, Chair (Heard County)
- Denise Askin, Vice-Chair (Carroll County)
- Beth Hammond, Secretary (Heard County)
- Elaine Stokes (Paulding County)
- Karen Tarpley (Haralson County)
- Katie Henry (Douglas County)
- Keri Perkins (Haralson County)
- Pat Rakestraw (Paulding County)
- Shannon Bentley (Douglas County)
- Tim Grizzard (Carroll County)
- Urshla Fouch (Douglas County)

Trustees absent:

- Jenna Barton (Paulding County)
- Mike McPherson (Carroll County)

Staff in attendance:

- Jeremy Snell, WGRLS Director
- Stephanie Irvin, WGRLS Deputy Director
- Lisa Walton-Cagle, Manager, Warren P. Sewell Memorial Library in Bowdon
- Pat Johnson, Assistant Manager, Warren P. Sewell Memorial Library in Bowdon

Pledge of Allegiance

- Mr. Jim Cooper led the Pledge of Allegiance.

Public Comments (please limit to 2 minutes)

- No comments

There were several new members to the Board of Trustees, so Chairman Rogers asked that each member introduce themselves.

Approval of November Meeting Minutes:

APPROVED as one item. Motion to Approve Minutes-Askin; Second-Fouch; Vote 11-0.

Rogers	Hammond	Askin	McPherson	Bentley
YES	YES	YES	Absent	YES

Perkins	Tarpley	Barton	Rakestraw	Stokes
YES	YES	Absent	YES	YES

Fouch	Grizzard	Henry
YES	YES	YES

Approval of Agenda:

APPROVED as one item. Motion to Approve Minutes-Bentley; Second-Fouch; Vote 11-0.

Rogers	Hammond	Askin	McPherson	Bentley
YES	YES	YES	Absent	YES

Perkins	Tarpley	Barton	Rakestraw	Stokes
YES	YES	Absent	YES	YES

Fouch	Grizzard	Henry
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YES	YES	YES
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Director's Report

- Mr. Jeremy Snell updated the Board on the following regional personnel changes: Ms. Kristi Green is the acting Assistant Director for Materials Management. Ms. Angela Thornton will begin on February 3, 2020, as Assistant Director for Library Services. Mr. Lee Dollar's will be resigning January 31, 2020, as he has accepted a position with the State of Georgia. His position may remain vacant due to the fact that WGRLS has no major construction projects planned for the near future. However, consideration is being given to replacing it with a Marketing position that would not require an MLIS with a fill date of April 1, 2020..
- Mr. Snell gave the following library statistics for the first six months of FY2020:
 - (1) A total of 502,121 items (including 245,290 children's materials) were checked out from our region's libraries, 68,261 item holds for patrons were received. As a snapshot: On January 27, 2020, 39,064 WGRLS patrons had items checked out.
 - (2) WGRLS Libraries hosted 2,189 free programs, with 36,023 in attendance. Children's programs were the most popular, followed by Families, Adult, and then Teen programming.
 - (3). There were 62,640 computer sessions at WGRLS Libraries, with 5,351 sessions utilizing AWE computers, and wireless internet in the Libraries totaled 90,318 connections.
- At Public Library Day at the Capitol on February 13, 2020, Mr. LeRoy Childs will be awarded the Lifetime Achievement Award. He was the first black public library director in Georgia, and he was Director of WGRLS for a decade. Regional staff will also be attending the ceremony honoring Mr. Childs. Interested Board Members are encouraged to attend. WGRLS will also be meeting with legislators during the day. Mr. Snell reminded everyone when speaking with legislators to ask them to not to cut funding on the state materials grant. The state grants are population based, and other exempted cuts were population based. Mr. Snell is optimistic that there will be enough support the cuts will not occur.

- Mr. Snell shared photos of the Neva Lomason (NL) renovation, and gave an overview of what the new building would contain. Mr. Snell also provided a budget overview of both phases of the project. Funding is unchanged, except for a slight increase in MRR monies from the state. Overall, the entire project is approximately \$79,000 under budget at the present time. The Regional Office is still in process of obtaining an awning for the rear of the building for courier vans. The State Fire Marshal inspection is scheduled for the NL building on February 4, 2020. Once this inspection is complete, staff can be allowed in the building so they can begin reshelving the collection. Furniture should be in by the end of February. Lights in the parking lot will be installed by mid-March. Potential opening for NL is late March or early April although Easter and Spring Break holidays may have an impact on the official opening event.
- PINES recently celebrated its 20th anniversary. This included the unveiling of a new logo, and the winner of the anniversary card design was announced. There was also a large PINES software upgrade which resulted in a clearer looking front-facing catalog, as well as back-end changes. PINES began a new internal system of moving items around statewide by using “green” bags. In December, there seemed to be a shortage of green bags which caused a slowdown in movement of items. Clear plastic bags are now being used to facilitate movement. PINES is aware of the problem. WGRLS and PINES are working on the issues so there is no negative impact on patron customer service.
- IT Updates: The two person technology team - Justin Nobles, Assistant Director Technology, and Keri Dunmeyer - for WGRLS have been very busy. Chromeboxes and Chromebits allow libraries to create digital signage in an easier fashion, and regional IT staff are facilitating this in libraries. There was a \$50,000 expenditure for new technology approved in the construction project for Neva Lomason. These items will be in by the end of February. Whitesburg was also awarded a \$10,000 grant for technology from the Williams Foundation. The STEAM Engine -- the mobile makerspace for WGRLS -- has had over 50,000 attendees since it began in 2015.
- Mr. Snell shared that there will be Trustee training soon for members of the County and the City boards.

Committee Reports

- Finance Committee
 - As there are several new members to the Board, Chairman Rogers gave a brief overview of the role of the Finance Committee.

- Ms. Beth Hammond stated that the Finance Committee met before the Regional Board meeting and reviewed the financial statements for the first six months (July through December) of FY2020.
- Ms. Hammond stated that Mr. Snell also presented five budget amendments for FY2020: (1). An increase to the Library Manager’s salary at Centralhatchee Public Library. The increase is directly offset by an equal increase in funding from the City of Centralhatchee; (2). Douglas County Board of Commissioners requested a change in the distribution for materials funding for their three libraries for calendar year 2020. The amount of money received from the Douglas County Board of Education was underestimated. The increase in revenue will be offset by an expendable equipment budget line to replace technology. Each of the three Douglas County libraries had received donations for a specific intent. There is no net change to the Douglas County Board of Commissioners revenue, and revenue from donations is also offset by increases in expenditure lines in compliance with the donation’s intent; (3) There is a need to update technology in the Paulding County Libraries beyond what is covered in the state technology grant. Due to increases in budgeted revenue from funding sources, an expendable equipment expenditure has been added for each library to purchase additional technology; (4) At the previous Board of Trustees’ Meeting, the Director’s local salary supplement was increased which did not make an allowance for an increase in the cost of benefits. Also, it was determined that insurance liability costs had not been included in total insurance costs. Since we have spent very little on Professional and Technical services this year, funds were moved from this line item to cover the additional expenditures for salary, benefits, and insurance; (5) Changes in Neva Lomason funding to reflect post-renovation funding. No net changes.
- Mr. Snell briefly reviewed the Financial Reports and the proposed amendments with the Regional Board.
- Ms. Fouch asked about library generated revenue and what the libraries with higher amounts may be doing which may be transferable skills to other member libraries. Mr. Snell clarified library generated revenue is fines, copier fees, and donations. Further, it is revenue that remains with the library that collected it.

APPROVED as one item. Motion to Approve the FY2020 (July through December) Financial Statements as presented - Hammond; Second - Fouch: Vote 11-0.

Rogers	Hammond	Askin	McPherson	Bentley
YES	YES	YES	Absent	YES

Perkins	Tarpley	Barton	Rakestraw	Stokes
YES	YES	Absent	YES	YES

Fouch	Grizzard	Henry
YES	YES	YES

- Ms. Rakestraw stated the Villa Rica Board of Commissioner’s revenue, saying it was high. Mr. Snell shared there is a population-based service formula. It has been suggested the formula be changed in FY2021.
- Ms. Hammond stated the Financial Committee is going to review bank statements as another form of internal controls for audit purposes.

APPROVED as one item. Motion to Approve Budget (5) Amendments as Presented-Hammond; Second-Askin: Vote 11-0.

Rogers	Hammond	Askin	McPherson	Bentley
YES	YES	YES	Absent	YES

Perkins	Tarpley	Barton	Rakestraw	Stokes
YES	YES	Absent	YES	YES

Fouch	Grizzard	Henry
YES	YES	YES

- Ms. Askin asked if WGRLS was looking into changing the threshold for what is required for Board approval for budget amendments. Mr. Snell shared some of his research and said that he will discuss what he has found with the Finance Committee at their next meeting.

Policy Committee

- Mr. Snell stated the WGRLS Policy Committee is in the process of developing and updating policies for the system. Three policies were presented to the regional board for review. Ms. Irvin gave a brief review of each policy. The “Internet

Acceptable Use Policy” was revised to decrease redundancy, and also allows patrons to use the library computers without needing to have a PINES card in good standing. The “Unattended Minors Policy” is new, and states age ranges for young patrons to use the library attended and unattended. The “In-House Technology Use Policy” is new, and would be used by staff to keep track of in-house circulation of technology, such as makerspace items.

- Mr. Snell stated the policies are provided to the board for review, and can be acted on at the next board meeting.

Old Business

- None

New Business

- Mr. Snell proposed two additions to the closure dates for centralized libraries: November 25 (day before Thanksgiving) at 5pm and December 31 (New Year’s Eve) at 5pm. He noted library staff at locations that are open after this time report a large decrease of activity.

APPROVED. Motion to approve changing the closure dates for centralized libraries as presented. - Bentley; Second: Fouch; Vote 11-0.

Rogers	Hammond	Askin	McPherson	Bentley
YES	YES	YES	Absent	YES

Perkins	Tarpley	Barton	Rakestraw	Stokes
YES	YES	Absent	YES	YES

Fouch	Grizzard	Henry
YES	YES	YES

- Mr. Snell proposed a slight increase in the Neva Lomason Public Library opening hours from 59.5 hours a week to 60. He also proposed shifting the opening hours in order to

accommodate what were previously after-hours programs. Mr. Rogers clarified the Carroll County Board recommended them.

APPROVED as one item. Motion to approve change in opening hours for Neva Lomason Memorial Library as presented - Askin; Second: Bentley. APPROVED: Vote 11-0.

Rogers	Hammond	Askin	McPherson	Bentley
YES	YES	YES	Absent	YES

Perkins	Tarpley	Barton	Rakestraw	Stokes
YES	YES	Absent	YES	YES

Fouch	Grizzard	Henry
YES	YES	YES

Adjournment

- Mr. Rogers asked for a motion to adjourn.

APPROVED as one item. Motion - Askin Vote 11-0.

Rogers	Hammond	Askin	McPherson	Bentley
YES	YES	YES	Absent	YES

Perkins	Tarpley	Barton	Rakestraw	Stokes
YES	YES	Absent	YES	YES

Fouch	Grizzard	Henry
YES	YES	YES

The meeting was adjourned at 11:08 a.m.

**Next meeting: March 24 2020, at WGRLS Regional Office
9 a.m. Finance Committee // 10 a.m. Full Board**

Minutes taken by Stephanie Irvin, Deputy Director, WGRLS.

Minutes reviewed and submitted to Board by Beth Hammond, Secretary.