**West Georgia Regional Library System Board of Trustees**

**Regular Board Meeting**

November 14, 2023

WGRLS Administration Building | 2nd Floor

124 Chandler Street | Carrollton, GA 30117

Pat Rakestraw, Vice Chair, called the meeting to order at 11:00 a.m.

Trustees in attendance:

Pat Rakestraw, Vice Chair (Paulding)

Katie Anderson (Paulding)

Paula Steed (Carroll)

Denney Rogers (Heard)

Charlene Thomas (Carroll)

Sabrina South Thompson (Heard)

Katie Henry (Douglas)

Kim Freeman (Paulding)

Trustees not in attendance:

Richard Randolph (Douglas)

Tracy Crooks (Douglas)

Chloe Wilson (Haralson)

Rachael Carter (Carroll)

WGRLS and others in attendance:

Stephen Houser, Director

Eric Napier, IT Manager

**Approval of Agenda**

Motion to approve – Katie Anderson

2nd – Sabrina South Thompson

Passed with no discussion. 8-0 voice vote

**Approval of Minutes**

September 14, 2023 Regular Board Meeting

Motion to approve – Katie Henry

2nd – Kim Freedman

Passed with no discussion. 8-0 voice vote

**Public Comments** (3 minute limit per person)

None

**Director’s Report**

Professional Development - Kali Dallmier, Leadership Carroll, Stephen Houser, GLA Vice-Chair for Public Library Division, Justin Nobles, Treasurer of GLA, Paylocity

Received $25,000 Grant from Community Foundation for Entrepreneurship

State Health Benefit Plan doubling next year - cannot go to private insurance. Will advocate strongly with legislators

PLAY Card - Georgia Cyber Academy reached out and is working on MOU

**Committee Reports**

**Finance Committee**

**Balance Sheet –** Extra funds in bank account to be moved to main checking account for distribution

**Revenues and Expenditures Worksheet –** Book spending from FY23 carrying over

Action Items Q1 FY24 Financial Reports

Motion to approve – Katie Anderson

2nd – Sabrina South Thompson

Passed with no discussion. 8-0 voice vote

Stephen Houser reviewed CD proposal with proposed due date of October 17, 2023. Did not receive sufficient responses, and due to nature of CD market currently, recommended pulling RFP.

Action Item: RFP for Banking Services (Money Market)

Motion to approve – Denney Rogers

2nd – Katie Anderson

Passed with no discussion. 8-0 voice vote

Discussion Item: Financial Software Contract

Stephen Houser discussed process of moving over to new financial software. Sage Intacct was selected for customization and fitting the needs of the library system. Will be keeping MIP until the end of June

Action Item: FY24 Proposed Amended Budget

Stephen Houser discussed proposed amendments to the FY24 budget, including reserve funds for Sage Intacct implementation, and LibTech funds from the state.

Motion to approve – Kim Freedman

2nd – Katie Henry

Passed with no discussion. 8-0 voice vote

**Policy Committee**

Action Item: 2nd Read - Programs Policy

Motion to approve – Katie Anderson

2nd – Sabrina South Thompson

Passed with no discussion. 8-0 voice vote

Action Item: 2nd Read - Library Services Reconsideration Policy

Motion to approve – Katie Henry

2nd – Kim Freedman

Passed with no discussion. 8-0 voice vote

Action Item: 2nd Read - Library Services Form

Katie Anderson had recommendations for legibility and use of the form. Changes were made to form and board voted on approving the form with those changes.

Motion to approve – Katie Anderson

2nd – Katie Henry

Passed with no discussion. 8-0 voice vote

**Buildings and Grounds Committee**

Action Item: FY25 Major Repair and Renovation (MRR) Requests

Discussion on 5 MRR requests, 3 for Douglas County libraries and 2 from Bowdon

Motion to approve – Katie Anderson

2nd – Denney Rogers

Passed with no discussion. 8-0 voice vote

Discussion Item: Regional Landscape and Neva Pavilion Update

Stephen Houser provided updates and discussion on combining these two projects into a new RFP with a longer period for response.

**New Business**

Action Item: Approval of CY2024 Closing Schedule

Stephen Houser presented the CY2024 WGRLS Closing Schedule

Changes from last year were necessary because of a change in the PINES Update weekend from MLK Jr. Day to Presidents Day weekend

Motion to approve – Katie Henry

2nd – Sabrina South Thompson

Passed with no discussion. 8-0 voice vote

Discussion Item: RFID Equipment Purchases

Stephen Houser presented a plan to purchase Radio Frequency Identification tags and equipment for the branches through LibTech grants. Branches have requested a variety of equipment to improve the patron experience

Action Item: Approval of Strategic Plan Outline Draft

Stephen Houser presented the strategic plan outline draft.

Motion to approve – Katie Anderson

2nd – Katie Henry

Passed with no discussion. 8-0 voice vote

Action Item: Approval of Paulding County PLAY Card MOU Renewal

Motion to approve – Katie Anderson

2nd – Katie Henry

Passed with no discussion. 8-0 voice vote

**Meeting Adjournment:** at 12:04 p.m.

**Next Proposed Meeting January 9, 2024**