



## Regular Meeting Minutes

September 10, 2024 at 11:00 a.m.

WGRLS Administration Building | 2nd Floor  
124 W. Chandler Street | Carrollton, GA 30117

Meeting called to order at 11:23 a.m.

### Attendance

Rachael Carter, Carroll County  
Paula Steed, Carroll County  
Charlene Thomas, Carroll County  
Chloe Wilson, Haralson County  
Denney Rogers, Heard County  
Larry Wood, Haralson County  
Pat Rakestraw, Paulding County  
Katie Anderson, Paulding County  
Sabrina South Thompson, Heard County  
Justin Nobles, WGRLS  
Stephen Houser, WGRLS  
Holly Phillips, WGRLS

### Absent

Tracy Crooks, Douglas County  
Katie Henry, Douglas County

### Approval of Agenda

Motion to approve - Katie Anderson, 2nd Paula Steed. Unanimously approved.

### Approval of July 24, 2024 Minutes

- Larry Wood - request to mark out 'narrative' and replace it with Manager's Discussion & Analysis. He also did not approve FY25 proposed amended budget, he abstained, requesting that to be corrected.
- Katie Anderson noted that Kim Freedman has resigned and needs to be replaced.
- Richard Randolph was also served a notice that he will be removed, per Director, due to consistent absences.
- Motion to approve with amended Items - Larry Wood, Chloe Wilson 2nd. Unanimously approved.

### Public Comments

None

### Director's Report

- Director recaps personnel and system updates. No questions or comments from the board.

### **Statistical Data vs. Benchmarks**

- Director recaps branch circulation metrics Post-Covid compared to other similar sized branches and larger to see that WGRLS outperformed in these comparisons. The board regarded the successful metrics presented favorably. Pat Rakestraw inquired if this was being shared with the branch managers, which it will be.

### **Finance Committee**

- **Action Item: FY24 Corrected Financial Reports**
  - Director recaps reports. No questions or comments from the board. No questions or comments from the board.
  - Motion to approve - Sabrina South Thompson, 2nd Katie Anderson. Unanimously approved.
- **Action Item: FY25 Proposed Amended Budget**
  - Director recaps amended budget. No questions or comments from the board.
  - Motion to approve - Katie Anderson, 2nd Rachael Carter. Larry Wood abstained. Does not approve because he feels reserve funds would be better used toward COLA raises for employees that aren't getting raises this year.
- **Action Item: 3rd Party Accountant Contract**
  - Director recaps provided bids and their terms (JAT vs. LWI). LWI does not include the audit cost in the annual cost structure. Assumption of audit cost is similar between the two..
  - Motion to approve - Larry Wood, 2nd Katie Anderson. Unanimously approved to move forward with the contract from JAT w/ approval from our lawyer.

### **Policy Committee**

- **First Read - Capital Assets Policy**
  - Director: No current assets policy. Reviews proposed policy. No questions from the board.
- **First Read - Circulating Technology Policy, Circulating Technology Liability Waiver**
  - Director: Justin Nobles reviews proposed policy. No questions.
- **Second Read - Revised Collection Development Policy, Material Reconsideration Form**
  - Director: Changes highlighted in existing policy - refers to correct position title, materials challenge must be from local residents and does not allow a PO Box.
  - Chloe Wilson: Question how many materials are questioned. Holly Phillips noted there were 4 in the past year, which is high, and may depend on the political climate and what is going on in the world.
  - Motion to approve - Katie Anderson, 2nd Sabrina South Thompson. Unanimously approved.

### **Buildings and Grounds Committee**

- **Discussion Item: Site Visit Results Presentation**

- Katie Anderson presents libraries visited, the schedule, and board members who participated in the evaluation. Reviewed Google Form tool used to execute the evaluations at each branch and rubrics used to assess each branch's building and grounds.
- Dallas Library issues presented on the exterior including fascia, gutters, pergola structures, dead shrubs and trees, pest issues. Interior issues include water damage, need for signage. Summary of all recommendations for Dallas Library included in the report. Suggestions and recommendations for repair to come in January 2025. Staff survey responses presented.
- Buchanan Library issues presented. Exterior is mostly fine, needs signage and some repair. Interior issues include a need for signage, plaster cracking, restrooms are unclean and not ADA compliant. Upstairs is not inviting, circulation desks take up a lot of space on the main throughway, upstairs ceiling water damage. Children's space is lacking decor that is inviting to children. Unused spaces include the courtroom could be used for more inventory; very small collection overall. Suggestions and recommendations for repair to come in January 2025. Staff survey responses presented.
- Lithia Springs issues presented. Exterior needs signage, first door is not an entrance and could be made to look neater vs. the torn paper on the windows, visitors use power and wifi access at this entrance and needs to be more inviting. Interior issues include carpet issues, furniture wear and tear. Suggestions and recommendations for repair to come in January 2025. Staff survey responses presented.
- Ruth Holder issues presented. Exterior issues include dead shrubs, lack of signage, overgrown shrubbery. Suggestions and recommendations for repair to come in January 2025. Staff survey had no replies.
- Heard County issues presented. Exterior issues include missing gutters, erosion, landscaping improvements. Interior flooring needs to be cleaned and/or replaced, no power in the back room needs attention. Suggestions and recommendations for repair to come in January 2025. Staff survey responses presented.
  - Chloe Wilson question about broken appliances noted. Director advises that previous requests for feedback received no such reports highlighting the importance of this committee and survey. Katie Anderson emphasizes the committee's approach and assessment tool is key to evaluating all of the branches and will help us isolate the most important needs and considerations.
- A folder for each county is located in the drive which includes videos and photos of each branch for Board Member access and review.
- Sabrina South Thompson asks a question about available programming at each branch. Director advises that programming is the responsibility of the branch manager and each branch. Larry Wood comments that this recommendation can also come from the county's advisory board. Charlene Thomas recommends using Bremen as an example for other branches. Director comments that Justin

Nobles is working on a Patron Service Toolkit that standardizes the patron experience across the branches.

- Chloe Wilson comments that she's interested in building out a spreadsheet identifying the branches and the ownerships and funding for each branch. Director is working with the former chair to create an orientation packet that outlines this information for board members to understand the intricacies of each.

- **Action Item: Contract for Landscape Improvements**

- Finance committee approved the funds at the last meeting. Director presented qualified bids with a recommendation to approve the bid from Archstone.
- Sabrina South Thompson inquires about the details of the bid. Larry Wood requests to see the plan for improvements which was recalled for review - grading, sidewalk, tree and shrub removal and trimming, removing grass, frontage of Neva updates. Funds are leftover from construction grants for Neva and the Admin building.
- Katie Anderson comments that she understands that it may seem expensive but the cost seems to reflect the work and will help to save money in future maintenance.
- Larry Wood asked about irrigation. Native plants are included which are drought resistant. It includes 6 months of watering and no irrigation. Katie Anderson asks about watering, Director advises that watering beyond the 6 months will be on an as needed basis.
- Motion to approve - Katie Anderson, 2nd Rachael Carter. Unanimously approved.

## **Old Business**

- **Action Item: Approval of Fines Free Procedure**

- Director reviews highlights of the procedure and county board meetings. Paula Steed recaps the Carroll County Board Meeting and the Manager's support to approve the procedure. Haralson County is on board. Bremen opposed. Douglas and Paulding County on board. Director explains that we want to standardize it so there is no confusion between branches and all of the books are owned by the region so parsing out a specific region's books would not be possible.
- Motion to approve - Sabrina South Thompson, 2nd Rachael Carter. Chloe Wilson, Denney Rogers, Larry Wood abstained. Larry Wood doesn't want to force each branch. Chloe Wilson feels that this could be a 'slippery slope' to waiving all fees, including adults. Director does not believe that it would be a slippery slope and that the benefit would be critiqued overtime to consider a continuation of the procedure and any consideration of expansion.
- Katie Anderson - Motion to add an amendment to collect data of the procedure in January 2027 and report on the benefits and losses. Data will inform a decision to continue or expand, as the results dictate.
  - Motion to approve amendment - Katie Anderson, 2nd Sabrina South Thompson. Unanimously approved.

## **New Business**

- **Action Item: RFP for Booklockers (GPLS Connectivity Grant)**
  - Director recaps RFP for 5 branch booklockers. Justin Nobles reviews the scope which includes it's ability to talk to PINES. Triple bidding for quotes. Director will await news on an upcoming potential grant prior to moving forward with submitting the RFP.
  - Motion to approve - Chloe Wilson, 2nd Katie Anderson. Unanimously approved.
- **Action Item: Calendar Year 2025 Board Meeting Schedule**
  - Director recaps the dates for 2025 and opens the floor for time suggestions. Finance committee recommendation to meet at 8am. Regular meeting at 9am.
  - Motion to approve - Larry Wood, 2nd Denney Rogers. Unanimously approved.
- **Discussion Item: Creation of Salary Study Committee**
  - Director presents a need to create a salary study committee to provide recommendations.
  - Larry Wood questions why this committee wouldn't fall under the purview of the Personnel Committee. Director states that the personnel committee is related to Stephen Houser only. Katie Anderson recommends nominating Personnel committee member(s) and Finance committee member(s).
  - Larry Wood questions what 'Centralized' branches, which includes Carroll, Buchanan, Heard.
  - No volunteers, RC recommends keeping the study as an admin responsibility.
- **Discussion Item: Board Retreat Agenda, November 12, 2024**
  - Director to send a survey to get a sense of what to include in the meeting.

## **Announcements**

**Pat Rakestraw thanks the B&G Committee**

**Meeting adjourned at 1:08 p.m..** Motion Katie Anderson-, Chloe Anderson 2nd. Unanimously approved.