

West Georgia Regional Library System
Board Meeting
710 Rome Street
Carrollton, GA 30117

The Regional Board of West Georgia Regional Library System (“the Board”) met at Buchanan-Haralson Public Library in Buchanan, GA on November 28, 2017, at 10:00 a.m.

The following members were present:

- Carroll County: Clint Chance, Shirley Vassy
- Douglas County: Shannon Bentley, Joe Phillips
- Haralson County: Keri Perkins
- Heard County: Beth Hammond, Denney Rogers
- Paulding County: Katie Gibson, Donette Lee, Johnny McBurrows

The meeting was called to order at 10:12 a.m.

Mr. Chance introduced Katie Gibson (new Trustee representing Paulding County) and Jessica Everingham (Incoming Director of WGRLS).

Motion 1: Amended Agenda Approved

Clint Chance amended the agenda to include an executive session to discuss the personnel policy. A motion was made to accept the amended agenda by Johnny McBurrows, seconded by Shannon Bentley, and passed with a unanimous vote.

Motion 2: September 26, 2017 Meeting Minutes Approved

Clint Chance presented the minutes for the meeting held on September 26, 2017. A motion to accept the minutes was made by Donette Lee, seconded by Shannon Bentley, and passed with a unanimous vote.

Motion 3: November 7, 2017 Called Meeting Minutes Approved

Clint Chance presented the minutes for the called meeting held on November 7, 2017. A motion to accept the minutes was made by Denney Rogers, seconded by Shirley Vassy, and passed with a unanimous vote.

Incoming Director Jessica Everingham thanked the Board for the opportunity to serve as Director of WGRLS and expressed her excitement to get started on December 1, 2017.

Interim Director Steve Schaefer updated the Board on the Carrollton library and WGRLS Headquarters construction. A separate building will be constructed to move the regional administrative offices out of Neva Lomason Memorial Library, giving the renovation of Neva Lomason an additional 10,000 square feet of public space. Lee Dollar, Facilities Coordinator, said a request for qualifications for the headquarters construction will go out within a week to 10 days and will be posted for 30 days.

Clint Chance updated the Board on meetings with funding agencies to ask for increases in library funding. These meetings have been attended by Steve Schaefer, WGRLS Department Heads, and himself. Overall results have been positive.

Clint Chance updated the Board on Whitesburg Public Library (“WPL”) and its funding. Mr. Chance and Mr. Schaefer met with Mayor Pate and made a presentation to the Whitesburg City Council about increasing city funding of WPL. They also met with County Commissioner Lee Powers and Carroll County Commission Chairman Marty Smith and his staff.

Clint Chance informed the Board that a presentation was made to the Haralson County Board of Commissioners during a budget work session asking for an increase in funding. WGRLS staff has been tasked with coming up with a way to track all the meeting activity and the status of library funding.

Mr. Schaefer updated the board on changes in staffing at the regional office. The duties of two positions vacated due to retirement will be distributed among existing employees instead of filling the positions.

Martha Goodson, Assistant Director; Katie Mitchell, IT Department; Justin Nobles, Staff Development; Jeremy Snell, Library Advocacy Services; Teresa Jones, Children’s Services; and Melissa Gearhart, Technical Services, outlined each department’s current key topics and objectives. Please see the Board Packet for details. Discussion followed.

Mr. Schaefer commended the staff on their work during his time as Interim Director.

Mr. Schaefer presented the FY 2017 financial report. Please see the Board Packet.

Mr. Schaefer informed the Board on how internet service is paid for public libraries through the E-Rate program administered by Universal Services Administrative Company (USAC). A mistake was made in applying for reimbursement from USAC in FY2015. This resulted in an outstanding balance of \$193,853.96 owed to AT&T. Appeals were not done within the required 60-day window in 2015. Mr. Schaefer has spoke with AT&T.

Motion 4: Empower Director to Continue Negotiating Approved

Finance Committee member Shannon Bentley made a motion to empower the WGRLS Director to continue negotiating with AT&T and report back to the Board any updates, seconded by Katie Gibson, and passed with a unanimous vote.

Mr. Schaefer presented the financial report for the first three months of FY 2018 for each facility. Please see the Board Packet. Discussion followed. Training on how to read financial statements will be provided by Ashlie Stewartson, WGRLS Business Manager.

Mr. Schaefer presented the list of resolved and unresolved accounting issues and corrections. Please see Board Packet. Discussion followed.

Mr. Schaefer presented the FY 2018 working budget. Please see Board Packet. Clint Chance clarified that the Carroll County supplement reflected in the budget has not been approved by the Carroll County Commission.

Mr. Schaefer informed the Board that during FY 2017 there were discrepancies between in-behalf and in-cash funding. Training will be done for library managers before next reporting period to ensure correct data going forward.

Motion 5: FY 2018 Working Budget Accepted

Finance Committee member Shannon Bentley made a motion for the acceptance of the FY 2018 Working Budget, seconded by Shirley Vassy, and passed with a unanimous vote.

Shannon Bentley informed the Board that money originally allotted by Douglas County Board of Commissioners for repaving the parking lot at Douglas County Public Library was reallocated to pay for roofing work on Lithia Springs Public Library.

Johnny McBurrows told the Board that a presentation was made to Paulding County Board of Commissioners for purchase of a building for a new Hiram library. Discussion followed.

Clint Chance expressed interest in the Trustees being provided the Board Packet in a digital format with technology provided at the Board meetings for each member to access the packet. Discussion followed.

Discussion of the Shared Leave Policy was tabled until the next meeting.

Martha Goodson informed the Board how staff social gatherings and prizes were funded in the past. Discussion by the Board followed. Jessica Everingham noted that money from Friends groups or private gifts could be used for this purpose.

Jeremy Snell gave an update on design of a new WGRLS logo. A logo competition will not occur. The Board will be updated on the project at the next meeting.

Motion 6: 2018 Regional Board Meeting Calendar Approved

Martha Goodson presented the Board with the 2018 Meeting Calendar (see Board Meeting Packet). Johnny McBurrows made a motion for approval of the 2018 meeting calendar, seconded by Shirley Vassy, and passed with a unanimous vote.

Motion 7: 2018 WGRLS Holiday Calendar Approved

A motion was made by Donnette Lee to approve the 2018 WGRLS Holiday Calendar, seconded by Johnny McBurrows, and passed with a unanimous vote.

Shirley Vassy asked for a volunteer from each county to meet with Jessica Everingham during her orientation as Director. Martha Goodson was tasked by Ms. Everingham with coordination.

The Board expressed their appreciation to Jana Gentry, Buchanan-Haralson Library Manager, for hosting the board meeting; Melissa Gearhart for her service given her upcoming retirement; and Steve Schaefer for his work as Interim Director.

Motion 8: Entering Letter of Recognition of Steve Schaefer into Record Approved

Clint Chance read a letter he submitted on October 30, 2017 to the Georgia Libraries Award Committee for Georgia Librarian of the Year asking for the consideration of Steve Schaefer as Librarian of the Year. Shirley Vassy made a motion to have the letter entered into the record, seconded by Shannon Bentley, and passed with a unanimous vote. Please see the Board Packet for a copy of the letter.

Motion 9: Executive Session Approved

A motion was made to move into Executive Session by Shirley Vassy, seconded by Beth Hammond, and passed with a unanimous vote.

The Board entered Executive Session to discuss personnel policies at 12:05 p.m.

The Board returned to a regular meeting at 12:20 p.m.

Motion 10: Adjournment

A motion to adjourn the meeting was made by Shannon Bentley, seconded by Shirley Vassy, and passed with a unanimous vote. The Board adjourned at 12:21 p.m. The next meeting of the Board will be January 23 2018 at Warren P. Sewell Memorial Library in Bowdon, GA.

Minutes were taken by Jeremy Snell