

**West Georgia Regional Library System
Regional Board of Trustee Meeting
Dallas Public Library
Tuesday, July 26, 2018**

Minutes

The West Georgia Regional Library System Board of Trustees met at Dallas Public Library on Tuesday, July 24, 2018, at 10 am.

Members present were:

Carroll County: Clint Chance, Ronnie Pate, Shirley Vassy (participated via phone)

Douglas County: Joe Phillips, Tracey Scaglione

Haralson County: Keri Perkins

Heard County: Denney Rogers, Beth Hammond

Paulding County: Katie Gibson, Johnny McBurrows, Donette Lee

Members absent were: Shannon Bentley

Staff present were: Director Jessica Everingham, Deputy Director Jeremy Snell, AD Materials Management Justin Nobles, Brand Strategy Manager Terri Tresp, Facilities and Construction Manager Lee Dollar, Bremen Manager Lisa Walton-Cagle, Bremen staff member Pat Johnson.

Mr. Rogers called the meeting to order at 10:00 am and opened the floor to public comments. He directed that unless the speaker was a public official, all speakers were to keep remarks to 2 minutes.

Public comments:

Eight citizens voiced support for keeping the Whitesburg Public Library open its current schedule and concerns regarding the WGRLS current funding formula.

- Michelle Morgan, Carroll County Commissioner.
- Darryl Hessel, Whitesburg resident, retired pastor.
- Patricia Whatley: Whitesburg resident outside city limits.
- Bill Bouris, Whitesburg resident outside the city limits.
- Sybil Thomas, Whitesburg resident outside city limits.
- Margery Bouris, Whitesburg resident outside city limits.
- Linda Hasel, Whitesburg resident outside city limits.
- Pat Garner, Whitesburg resident outside city limits.

Mr. Rogers thanked everyone for their support of the Whitesburg Library and their willingness to come to the meeting today.

Approval of Minutes

Mr. Rogers presented the minutes from the board meeting of May 29, 2018 for approval. A motion was made by Ms. Lee and seconded by Mr. Chance to accept the minutes as written. The board approved the motion unanimously. Mr. Pate abstained as he was not a board member in May.

Director's Report

- Ms. Everingham introduced Terri Tresp, WGRS's new Brand Strategy Manager. She is taking Jeremy Snell's position. Terri gave a brief description of her previous work experience and provided details about an upcoming project for the Buchanan-Haralson library, which features prominently in a new children's picture book.
- Jeremy Snell was promoted to Deputy Director following Martha Goodson's retirement last month.
- A new Business Services Manager has been selected with an anticipated start date of Aug. 2. That position has been vacant for several months.
- Mr. Snell launched the new WGRS website in May after several months of design work and feedback from staff. He also developed a new WGRS logo for external products that's fresher, more modern.
- Teresa Jones, AD for Children's Services, recently was invited to attend the governor's summit on literacy conference.
- Justin Nobles, AD for Materials Management, reported on several collection matters: 1) Materials ordering has begun again now that last year's rollover process has been completed. 2) He has been working with vendors to streamline invoicing process. Currently receives 400-500 invoices per month and working to trim that number. 3) He will be changing periodical vendor which will save approximately \$6000 across all libraries.
- Katie Mitchell, AD for Technology, and Technology Associate Cary Dunmire, have been engaged in securing a new internet provider, Altaworks, which replaces AT&T. Based on feedback, the transition has gone smoothly. Each library now has a minimum of 50 Mbps.
- Summer Reading Program was a big success with dramatic increases in sign-ups and completions in some locations. Ms. Everingham congratulated all the youth services staff for doing a great job promoting and planning exciting events. WGRS staff hit the road to visit libraries during the SRP launch, including Whitesburg and Centralhatchee.

Department Head Reports

WGRLS Department Head reports are highlighted in the attached report.

Library Manager's Reports

WGRLS Library Manager's reports are highlighted in the attached narrative report.

Committee reports

Policy Committee

- Personnel Policy – Ms. Scaglione reported the new personnel policy would be made available to the entire board. The 80-page document was long overdue for revision. Ms. Everingham noted it had not been revised since the early 2000s. Many staff and appropriate experts have reviewed to ensure meets legal requirements. The changes reflect more modern HR practices being widely used.
 - Ms. Everingham asked for an extension to make further edits before presenting to the entire board for a first reading.
 - A motion was made by Mr. Chance and seconded by Mr. McBurrows to extend the review period until the next board meeting. The motion passed unanimously.

- Internet Acceptable Use policy
 - This policy was first presented at the May 2018 meeting and was being brought before the Board for approval.
 - Mr. Chance asked the Board to consider amending the “Right of Appeal” section wherein it indicates an appeal must be submitted to the Director within five days to read five “business” days. He also asked that the Board amend the policy to read the same for appeals in writing to the Board from five days to read from five “business” days. After discussion, it was agreed that this change would be in line with most business practices.
 - A motion to approve the Internet Acceptable Use policy with the revision of five business days for appeals in the “Right of Appeal” section was made by Mr. McBurrows and seconded by Ms. Perkins. The motion was approved unanimously. Mr. Pate abstained as he was not a board member when the policy was first presented.

Unfinished business

- Credit Card for WGRLS: Ms. Everingham contacted bank currently used by WGRLS, American Commerce, about getting a p-card in WGRLS's name and discovered if stolen it would not be protected. A credit card would be used for miscellaneous expenses that would prevent staff from having to use personal credit cards then getting reimbursed. Staff also cannot be reimbursed for sales tax per state law as WGRLS is tax exempt. Though regional office attempts to reimburse in a timely manner, there is the possibility

staff can incur interest charges. Ms. Everingham asked to have the matter tabled for further investigation. No formal action was required.

New Business

- FY18 Budget Extension
 - Mr. Chance gave an overview of how Carroll County libraries are funded since he serves on the Carroll County Library Board of Trustees. This presentation was mainly informative for members of the public attending the meeting regarding the possible closure and/or reduction in hours of operation of the Whitesburg Public Library.
 - Ms. Everingham requested to extend the FY2018 budget for an additional 30 days to hold budget work sessions and review additional data in order to present a proposed budget for FY 2019. No changes would be implemented at Whitesburg during the review. Mr. Rogers suggested a 60-day extension. Ms. Everingham agreed but will work to complete in 30.
 - A motion was made by Mr. Chance and seconded by Ms. Scaglione to extend the budget submission deadline by 60 days. The motion passed unanimously.

- Regional Office and Neva Lomason Architectural Contract
 - Neva Lomason Memorial Library
 - Mr. Chance gave an update on the Neva Lomason renovation project. Michael Rickman of Rickman Architecture and Design, who has done work for city of Carrollton, was hired based on recommendations to finish out the project. Mr. Chance and Carrollton City Manager Tim Grizzard were permitted by the Neva Lomason Construction Committee to negotiate a new contract with Mr. Rickman.
 - As additions to the contract must be passed by the regional board, Mr. Chance asked for a standing approval from the board that empowers the construction committee to make decisions to avoid delays.
 - A motion was made by Mr. Phillips and seconded by Ms. Lee to accept the contract for the Neva Lomason project. The motion passed unanimously.
 - Regional Office
 - Mr. Rickman also was contracted to build the 5,300 sq ft regional office.
 - Mr. Chance made a motion and Mr. McBurrows seconded to approve the regional contract. The motion passed unanimously.

Executive Session

A motion was made by Ms. Scaglione and seconded by Mr. McBurrows to go into Executive Session for the purposes of discussing personnel and possible litigation. The motion passed unanimously at 11:55 am. No formal action was taken.

A motion was made by Mr. McBurrows and seconded by Ms. Hammond that the Board return to regular session. The Board returned to regular session at 12:21 p.m.

Special presentation

Ms. Everingham made a presentation to Clint Chance for his years of service to West Georgia Regional Library System.

A motion was made by Mr. Pate and seconded by Mr. Denney to adjourn the meeting. The motion passed unanimously.

The meeting was adjourned at 12:35 pm.

Respectfully submitted

Terri Tresp