



## West Georgia Regional Library System Regional Board

### MINUTES

**June 8, 2021 at 10:00 a.m.**

[This meeting was held in-person and via teleconference per O.C.G.A. 50-14-1(g).]

**Trustees in Attendance:**

- Denise Askin (Carroll County) - Chairman
- Mike McPherson (Carroll County) - Vice Chair
- Tracy Crooks (Douglas County) – Secretary
- Tim Grizzard (Carroll County)
- Shannon Bentley (Douglas County)
- Beth Hammond (Heard County)
- Keri Perkins (Haralson County)
- Pat Rakestraw (Paulding County)

**Staff in Attendance:**

- Stephen Houser, WGRS Director
- Stephanie Irvin, WGRS Deputy Director
- Justin Nobles, WGRS Assistant Director for Technology

**Absent:**

- Urshla Dowdy (Douglas County)
- Karen Tarpley (Haralson County)
- Denney Rogers (Heard County)
- Jenna Barton (Paulding County)
- Elaine Stokes (Paulding County)

The meeting was called to order at 10:07 a.m. by Denise Askin, Chairman.

**APPROVAL OF AGENDA**

**Motion to amend agenda to add approval of the March 23, 2021 minutes to the agenda - Grizzard; Second - Perkins; Discussion, No discussion. MOTION APPROVED: Vote 8-0.**

<b>Askin</b>	<b>McPherson</b>	<b>Crooks</b>	<b>Rogers</b>	<b>Bentley</b>	<b>Perkins</b>	<b>Hammond</b>
<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>ABSENT</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>

<b>Grizzard</b>	<b>Rakestraw</b>	<b>Barton</b>	<b>Dowdy</b>	<b>Tarpley</b>	<b>Stokes</b>
<b>YES</b>	<b>YES</b>	<b>ABSENT</b>	<b>ABSENT</b>	<b>ABSENT</b>	<b>ABSENT</b>

## **APPROVAL OF MINUTES**

It was noted there are corrections needed for the March 23, 2021, and May 25, 2021, Board meeting minutes. Corrections will be made, and approval tabled until the next meeting.

**Motion to table the minutes from the March 23, 2021, and May 25, 2021, Regular Meetings - McPherson; Second - Grizzard; No Discussion; MOTION APPROVED: Vote 8-0**

Askin	McPherson	Crooks	Rogers	Bentley	Perkins	Hammond
YES	YES	YES	ABSENT	YES	YES	YES

Grizzard	Rakestraw	Barton	Dowdy	Tarpley	Stokes
YES	YES	ABSENT	ABSENT	ABSENT	ABSENT

## **COMMITTEE REPORTS**

- **Finance Committee**

- **Budget Amendments 2021-04 and 2021-05**

- Amendment 2021-04 addresses the fund for the State Materials Grant. The state increased the materials grant by \$.05 per capita for FY2021. The result increases revenue for State Materials Grant by \$24,306. Amendment 2021-5 addresses Systems Services Grant. Due to state paid vacancies, monies will be moved from this fund to System Services Grant.

**Motion to approve budget amendments FY2021-04 and FY2021-05 as presented - Hammond; Second - Grizzard; No Discussion; MOTION APPROVED: Vote 8-0.**

Askin	McPherson	Crooks	Rogers	Bentley	Perkins	Hammond
YES	YES	YES	ABSENT	YES	YES	YES

Grizzard	Rakestraw	Barton	Dowdy	Tarpley	Stokes
YES	YES	ABSENT	ABSENT	ABSENT	ABSENT

- **Draft Budget FY2022**

- Mr. Houser presented the proposed budget for FY2022 and noted the Finance Committee had reviewed the same earlier. The Finance Committee made some suggested changes which were incorporated into the budget.

**Motion to approve FY2022 proposed budget as presented - Hammond; Second - Grizzard; No Discussion; MOTION APPROVED: Vote 8-0.**

Askin	McPherson	Crooks	Rogers	Bentley	Perkins	Hammond
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YES	YES	YES	ABSENT	YES	YES	YES
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Grizzard	Rakestraw	Barton	Dowdy	Tarpley	Stokes
YES	YES	ABSENT	ABSENT	ABSENT	ABSENT

- **FY2020 AUP Response**

Ms. Hammond stated there were no findings on the financial audit; however, on the procedural portion of the AUP, the auditors made a notation that all state paid employees required annual performance evaluations. Therefore, Mr. Houser prepared the required response to the AUP.

**Motion to Approve the response to the AUP report- Hammond; Second - Crooks; No Discussion; MOTION APPROVED: Vote 8-0.**

Askin	McPherson	Crooks	Rogers	Bentley	Perkins	Hammond
YES	YES	YES	ABSENT	YES	YES	YES

Grizzard	Rakestraw	Barton	Dowdy	Tarpley	Stokes
YES	YES	ABSENT	ABSENT	ABSENT	ABSENT

## **NEW BUSINESS**

- **Approval of Director’s Salary FY2022**

The only change from last year is Mr. Houser will now be taking benefits through the state healthcare plan. This is a benefit that he was already entitled to, but did not elect to take until this year.

**Motion to Approve the Director’s Salary for FY2022- Grizzard; Second - Perkins; No Discussion; MOTION APPROVED: Vote 8-0.**

Askin	McPherson	Crooks	Rogers	Bentley	Perkins	Hammond
YES	YES	YES	ABSENT	YES	YES	YES

Grizzard	Rakestraw	Barton	Dowdy	Tarpley	Stokes
YES	YES	ABSENT	ABSENT	ABSENT	ABSENT

- **Motion to Approve the Director’s Signatory Authority**

- This is an annual requirement.

**Motion to Approve the Director’s Signatory Authority - Grizzard; Second - Hammond; No Discussion;**

**MOTION APPROVED: Vote 8-0.**

- **SSG Waiver Request for FY2022**

Mr. Houser stated the SSG (System Services Grant) Waiver would allow the unspent funds from the State Salaries’ Grant to be converted to SSG, which can then be used for other specified spending categories.

**Motion to Approve the SSG Waiver Request for FY2022 - Grizzard; Second - McPherson; No Discussion;**

**MOTION APPROVED: Vote 8-0.**

Askin	McPherson	Crooks	Rogers	Bentley	Perkins	Hammond
YES	YES	YES	ABSENT	YES	YES	YES

Grizzard	Rakestraw	Barton	Dowdy	Tarpley	Stokes
YES	YES	ABSENT	ABSENT	ABSENT	ABSENT

- **Funding MOU with Carroll County**

Mr. Houser stated the funding MOU with Carroll County is similar to the one with Douglas County. The attorney reviewed it and recommended WGRLS reconsider the line regarding the hours the libraries must stay open every year, noting the pandemic affected library openings in the previous year. The county has approved the funding, but the MOU addresses the responsibilities and expectations. Ms. Askin proposed getting a section reviewed and resubmitting the document at a later meeting. Ms. Hammond recommended adding in a stipulation where service can change due to acts of nature.

The MOU with Carroll County was tabled pending these reviews and edits.

- **PLAY Card MOU with Carrollton City School District**

This MOU is almost identical to the one used with Douglas County’s school district, which was reviewed by our attorney prior to usage with Douglas County.

**Motion to Approve PLAY Card MOU with Carrollton City School District- Grizzard; Second - Hammond;**

**No Discussion; MOTION APPROVED: Vote 8-0.**

Askin	McPherson	Crooks	Rogers	Bentley	Perkins	Hammond

YES	YES	YES	ABSENT	YES	YES	YES
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<b>Grizzard</b>	<b>Rakestraw</b>	<b>Barton</b>	<b>Dowdy</b>	<b>Tarpley</b>	<b>Stokes</b>
YES	YES	ABSENT	ABSENT	ABSENT	ABSENT

- **Third Party Accounting Services Contract**

Mr. Houser has obtained an offer/contract from JAT Accounting Services for accounting services to be provided to WGRLS for FY2022. WGRLS employees will continue to complete some duties, and JAT Accounting Services will complete the negotiated services. Ms. Askin stipulated that JAT must provide a summary of the work they perform on an annual basis. Mr. Houser is recommending that this contract be approved by the Board.

**Motion to Approve Third Party Accounting Services Contract with JAT Accounting Services - Perkins; Second - Grizzard; No Discussion; MOTION APPROVED: Vote 8-0.**

<b>Askin</b>	<b>McPherson</b>	<b>Crooks</b>	<b>Rogers</b>	<b>Bentley</b>	<b>Perkins</b>	<b>Hammond</b>
YES	YES	YES	ABSENT	YES	YES	YES

<b>Grizzard</b>	<b>Rakestraw</b>	<b>Barton</b>	<b>Dowdy</b>	<b>Tarpley</b>	<b>Stokes</b>
YES	YES	ABSENT	ABSENT	ABSENT	ABSENT

- **Technology Deaccession**

Mr. Nobles provided a list of items and requested that these items be removed from inventory so that they could be destroyed.

**Motion to Approve Technology Deaccession as Presented - Grizzard; Second - Bentley; No Discussion; MOTION APPROVED: Vote 8-0.**

<b>Askin</b>	<b>McPherson</b>	<b>Crooks</b>	<b>Rogers</b>	<b>Bentley</b>	<b>Perkins</b>	<b>Hammond</b>
YES	YES	YES	ABSENT	YES	YES	YES

<b>Grizzard</b>	<b>Rakestraw</b>	<b>Barton</b>	<b>Dowdy</b>	<b>Tarpley</b>	<b>Stokes</b>
YES	YES	ABSENT	ABSENT	ABSENT	ABSENT

**ADJOURNMENT**

Mr. Houser thanked Shannon Bentley and Denney Rogers, whose terms on the Regional Board are ending.

**Motion to Adjourn – McPherson; Second - Grizzard; No Discussion; MOTION APPROVED: Vote 8-0.**

<b>Askin</b>	<b>McPherson</b>	<b>Crooks</b>	<b>Rogers</b>	<b>Bentley</b>	<b>Perkins</b>	<b>Hammond</b>
<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>ABSENT</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>

<b>Grizzard</b>	<b>Rakestraw</b>	<b>Barton</b>	<b>Dowdy</b>	<b>Tarpley</b>	<b>Stokes</b>
<b>YES</b>	<b>YES</b>	<b>ABSENT</b>	<b>ABSENT</b>	<b>ABSENT</b>	<b>ABSENT</b>

The meeting was adjourned at 10:48 a.m.

Minutes taken by Stephanie Irvin, Deputy Director

Minutes reviewed by Tracy Crooks, Secretary