



## West Georgia Regional Library System Board of Trustees

### Finance Committee Meeting

### MINUTES

September 28, 2021 at 10:00 a.m.

This meeting was held via teleconference per O.C.G.A. 50-14-1(g).

Committee Members Present:

- Beth Hammond, Chair
- Jenna Barton
- Keri Perkins

Trustees Present:

- Denise Askin, Chair WGRLS Board of Trustees

Staff in Attendance:

- Stephen Houser, WGRLS Director
- Stephanie Irvin, WGRLS Deputy Director

#### **CALL TO ORDER**

The meeting was called to order at 9:05 a.m. by Beth Hammond, Chair.

#### **AGENDA APPROVAL**

Ms. Hammond asked to amend the agenda under Old Business to include an update on the FY2021 budget closeout, an update on third party accounting services, and an update on status of grants.

**Motion to amend the agenda under Old Business to included an update on the FY2021 budget closeout, an update on JAT accounting services, and an update on status of grants – Perkins; Second - Barton; No Discussion; MOTION APPROVED: Vote 3-0.**

Hammond	Barton	Perkins
YES	YES	YES

#### **APPROVAL OF JUNE 8, 2021, MEETING MINUTES**

**Motion to approve June 8, 2021, Meeting Minutes – Perkins; Second - Hammond; No Discussion; MOTION APPROVED: Vote 2-0.**

Hammond	Barton	Perkins

YES	ABSTAIN	YES
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### **OLD BUSINESS**

- FY2021 Budget Closeout Update
  - Mr. Houser stated there are still some corrections to be made with coding, and he hopes to close out FY2021 in October. There is only one outstanding payment from a funding agency, and it is expected to arrive soon.
  
- Update on JAT Accounting Services
  - Mr. Houser said WGRLS has been working with JAT for three months. They are doing well at getting reports to managers, and they have been responsive to questions. He has been pleased with them so far. Ms. Hammond asked if there is a chart showing the segregation of duties that would show what is done in-house and what is done by JAT. Mr. Houser said there is a matrix provided by the state that WGRLS goes by, and he will provide it to the committee.
  
- Update on Grants
  - Ms. Hammond asked about matching grants WGRLS has applied for. Mr. Houser said WGRLS has received \$38,000 for ebooks, \$38,000 for technical materials for makerspaces, and \$71,000 for a popup book mobile. He doesn't have confirmation for an approximate \$93,000 grant pending with the federal government. There will also be opening a second round of grants soon, which WGRLS will be applying for. WGRLS has received a total of approximately \$240,000 in grants so far. Mr. Houser and his staff is to be congratulated on this outstanding accomplishment.

### **NEW BUSINESS**

- Review of Reconciled 2-month FY2022 Financial Statements
  - Mr. Houser stated JAT is working with MIP on some fund transfers. Since it is so early in the year there wasn't much to share. However, the budget is on track. Mr. Houser doesn't foresee any cuts from the state for next year. WGRLS did get \$148,000 from ARPA funds through the state, which is all that was available. Additional funding is going to the state for capital projects. GPLS is pursuing grants to cover two years' worth of revenue that would be generated by fines. It would be based off FY2019 numbers.

**Motion to Approve Reconciled First Two Months of Financial Statements – Barton; Second - Perkins; No Discussion; MOTION APPROVED: Vote 3-0.**

Hammond	Barton	Perkins
YES	YES	YES

- Second Reading of WGRLS Finance Policy
  - Ms. Hammond asked to table the Second Reading of the WGRLS Finance Policy pending updates to the policy from the first reading.

**Second Reading of WGRLS Finance Policy – Tabled.**

- Consideration of Budget Amendment FY2022-01
  - You This budget amendment is to increase the FY2022 budget due to revenue from federal ARPA grants. The result is Federal Grant revenue increases by \$148,164.60 while expenditures increase by an equal amount. \$38,372.05 will be spent for electronic materials \$38,372.05 for supplies, \$66,420.50 for motor vehicle costs, and \$5,000.00 for professional services.

**Motion approve the budget amendment 2022-01 to account for ARPA tech grants and revenue – Perkins; Second - Barton; No Discussion; MOTION APPROVED: Vote 3-0.**

Hammond	Barton	Perkins
YES	YES	YES

**ADJOURNMENT**

**Motion to Adjourn – Perkins; Second - Barton; No Discussion; MOTION APPROVED: Vote 3-0.**

Hammond	Barton	Perkins
YES	YES	YES

The meeting was adjourned at 9:39 a.m.

Minutes taken by Stephanie Irvin, Deputy Director

Minutes reviewed by Beth Hammond, Chair