



**West Georgia Regional Library System
Finance Committee**

MINUTES

January 11, 2022, at 9:00 a.m.

This meeting was held in person at
124 W Chandler Street
Carrollton, GA 30117

Trustees in Attendance:

- Beth Hammond - Chair
- Keri Perkins

WGRLS Staff in Attendance:

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

Absent:

- Denise Askin, WGRLS Regional Board Chair

Call to Order

Beth Hammond, Chair, called the meeting to order at 9:05 a.m.

Approval of Agenda

Motion to approve the agenda – Perkins; Second - Hammond; No Discussion; MOTION APPROVED: Vote 2-0.

Hammond	Perkins
YES	YES

Approval of Minutes – September 28, 2021, Regular Meeting

Motion to approve the September 28, 2021, regular meeting minutes – Perkins; Second - Hammond; No Discussion; MOTION APPROVED: Vote 2-0.

Hammond	Perkins

YES	YES
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Review of Reconciled 5-month FY2022 Financial Statements

Mr. Houser stated all libraries are where they should be financially. He plans to have the portrayal of the budget more closely align with the reports given to the Finance Committee in the future for ease of use. The libraries in Bowdon and Villa Rica have not spent local funds on materials since they have been focusing on spending state materials money first. He is also looking at salary increases for personnel at Neva Lomason Library as there are adequate funds in the budget.

The auditor had minor suggested changes, namely to complete reconciliations in a timely manner. However, the auditors are aware of the complications in the transition to the new accounting software as well as ongoing glitches in the new accounting software programming.

Motion to Approve the First Five Months Reconciled Financial Statements – Perkins; Second - Hammond; No Discussion; MOTION APPROVED: 2-0.

Hammond	Perkins
YES	YES

Second Reading: Finance Policy

There were no comments on the updated draft.

Motion to Approve the Finance Policy as Presented - Perkins; Second - Hammond; No Discussion; MOTION APPROVED: Vote 2-0.

Hammond	Perkins	Askin
YES	YES	ABSENT

Bank Account Creation for the Centralhatchee Project

Anytime a new capital project begins, a separate checking account is opened by the regional office for the sole purpose of receiving funds and paying expenditures for that project. Once the project is complete, the account is closed by the regional office.

Motion to Approve the Creation of a New Checking Account for Purposes of the Centralhatchee Capital Project with Stephen Houser, Stephanie Irvin, and Donna

McDougle as Signatories – Perkins; Second - Hammond; No Discussion; MOTION APPROVED: Vote 2-0.

Hammond	Perkins
YES	YES

Amend Minutes from September 28, 2021, Meeting

During the meeting, Ms. Perkins noticed the meeting date was incorrect in the September 28, 2021, minutes which had been approved by the committee earlier in the meeting. Therefore, Ms. Perkins made a motion to amend the previously approved minutes for the September 28, 2021, to include the correct date.

Motion to Amend September 28, 2021, Minutes with Correction - Perkins; Second - Hammond; No Discussion; MOTION APPROVED: Vote 2-0.

Hammond	Perkins
YES	YES

Adjournment

Motion to Adjourn - Perkins; Second - Hammond; No Discussion; MOTION APPROVED: Vote 2-0.

Hammond	Perkins
YES	YES

Ms. Hammond, Chair, adjourned the meeting at 9:24 a.m.

Minutes taken by Stephanie Irvin, WGRLS Deputy Director

Minutes reviewed by Beth Hammond, Chair.