Regular Meeting Minutes
March 25, 2025 at 9:00 a.m.
WGRLS Regional Office
124 W. Chandler Street | Carrollton, GA 30117

Meeting called to order at 9:14am

Attendance
Rachael Carter, Carroll County
Chloe Wilson, Haralson County
Denney Rogers, Heard County
Larry Wood, Haralson County
Pat Rakestraw, Paulding County
Sabrina South Thompson, Heard County
Tracy Crooks, Douglas County
Charlene Thomas, Carroll County
Stephen Houser, WGRLS
Justin Nobles, WGRLS
Katie Anderson, Paulding County
Julie Dobbs, Carroll County
Kacia Thompson, Douglas County
Katie Henry, Douglas County

Absent
Kristy Greene, WGRLS
Karen Newman-Jones, Paulding County

Approval of Agenda
- Motion to approve: Katie Anderson, 2nd Tracy Crooks

Approval of January 14, 2025 Minutes
- Motion to approve: Julie Dobbs, 2nd Sabrina South-Thompson

Public Comments
- **Douglas County Board Commissioner, Martin Raxon & Kristy Walker (aide)**
    - Request for appeal - District 3 new library; putting together project proposal, schedule, renderings
    - Question, Tracy Crooks - What's the timeline? Looking to break ground in 2025

Director's Report (see meeting documents)
- System Updates
- Facility Updates

- Legislative Updates
- Strategic Planning Updates
- Beth Cartier - Entrepreneurship and Financial Literacy Programs
    - Presentation
        - FINRA Grant - Goal to provide financial literacy programs and resources throughout the region
        - Question/Comment: Tracy Crooks - How can we help to spread the word on the program and encourage involvement?
            - Outreach to underserved communities is a part of the program's mission. Trying to identify organizations to partner with and would welcome leads to engage and promote the grant and opportunities provided.

Committee Reports

- Finance Committee
    - Action Item: FY24 Auditor's Report and AUP Report
        - Clean audit per our Auditor's Report
        - Presentation of Management's Discussion and Analysis which has been newly added to the audit review
            - Overview of the Financial Statements
            - Question from Larry Wood - Health benefits and TRS and how it effects library staff and school faculty/staff. Pointed out the liability.
        - Motion to approve as presented: Larry Wood, 2nd Katie Anderson
    - Action Item: Financial Reports
        - Review Revenue and Expenditure Report
            - AT&T expenditure removed
        - Question from Tracy Crooks - What plans are for the saved revenue? Per the Director, plans are in the works and will be presented.
        - Motion to approve as presented: Larry Wood, 2nd Julie Dobbs
    - Action Item: FY25 Proposed Amended Budget
        - Several amended amounts outlined included: Ephesus, Centralhatchee, Regional Office, and Douglas County Public Library
        - Motion to approve as presented: Julie Dobbs, 2nd Rachael Carter

- Policy Committee
    - Discussion Item: 1st Read Code of Conduct Policy
        - Larry Wood - request to amend to allow 10 days for someone to appeal any disciplinary actions against them to match the Director's review and response time.
    - Discussion Item: 1st Read Unattended Minor Policy
        - Chloe Wilson - request to amend to account for 12 year olds adapting language to read "12 and under"

New Business

- Action Item: Library Board Annual Assessment
    - Rachael Carter - Request to provide assessment as a Google Form to members to complete the survey by the April 30th, 2025 and include comments as optional
        - Motion to approve alternative survey format: Katie Anderson, 2nd Tracy Crooks
- Action Item: New Credit Card
    - Tracy Crooks - Previously mentioned comment about using a local bank, but local banks don't offer cash back. AMEX offers no annual fee and cash back as a statement credit.
    - Larry Wood - Question about comparative benefits between AMEX option and Ink Business Cash option, but cash back benefits are better w/ AMEX considering the types of purchases that are typically made by WGRLS libraries.
    - Motion to approve: Katie Anderson, 2nd Chloe Wilson; opposed Larry Wood
- Action Item: Book Relocation Contract
    - Chloe Wilson - Question if it's climate controlled storage and it is.
    - Motion to approve pending legal review: Tracy Crooks, 2nd Katie Anderson
- Action Item: Technology Items Deaccessioning
    - Motion to approve: Chloe Wilson, 2nd Larry Wood

Announcements

- Plaque for Board Chairs & Directors
    - Gathering past 20 years of Board Chair and Directors names to include on plaque and host a dedication at installment at the Regional Office
- Constitution & Bylaws Committee
    - Memo presented by Chair of the Committee Tracy Crooks
    - Larry Wood - Recommends appointing Treasurer to the executive committee
    - Katie Anderson - Treasurer position is a niche requirement and may be difficult to fill in the future
    - Tracy Crooks - We can amend as needed in the future

Meeting adjourned at 10:47am - Motion to approve: Larry Wood, 2nd Katie Anderson

Next Regular Meeting: May 13, 2025