



Financial Committee Meeting
West Georgia Regional Library System Board of Trustees
Regular Meeting

Submitted by: Stephanie Irvin, WGRLS Deputy Director
January 28, 2020 at 9:00 a.m.
WGRLS Administration Building - Conference Room
124 W. Chandler St. // Carrollton, GA 30117

Call to Order

The meeting was called to order at 9:30 a.m. by Beth Hammond, Chair.

Trustees in attendance (county in parenthesis):

- Keri Perkins (Haralson County)
- Shannon Bentley (Douglas County)
- Denney Rogers (Heard County) - Board Chairman & Ex-officio member
- Beth Hammond (Heard County)

Trustees Absent:

- Jenna Barton (Paulding County)
- Mike McPherson (Carroll County)

Staff in attendance:

- Jeremy Snell, WGRLS Director
- Stephanie Irvin, WGRLS Deputy Director
- Lisa Walton-Cagle, Manager, Warren P. Sewell Memorial Library in Bowdon

Approval of Agenda:

- Mr. Snell asked for an addition to the agenda: Budget Amendment 2020-09.

Ms. Bentley made a motion to approve the agenda as amended. Ms. Perkins seconded. There was no discussion. APPROVED. 3-0.

Approval of Minutes of November 19, 2019, Meeting:

- Ms. Bentley asked for a correction to the minutes, removing a repeated word.

Ms. Perkins made a motion to approve the corrected minutes. Second by Ms. Bentley.

There was no discussion. APPROVED. 3-0

New Business

- Mr. Snell stated that the bank statements are now being included in the financial packets for the financial committee members to review. He is requesting this new procedure as an additional layer of transparency and to enhance our internal controls policy as recommended by our auditors. Mrs. Hammond asked for guidance on what he was asking from the financial committee in reviewing these documents. Mr. Snell shared what he looks for when the bank statements arrive in the mail. At the suggestion of our auditors,, he looks at each check to make sure it has his signature. He then looks at the payee to see if there are any unusual or unknown payees. He also reviews for anything else that might be unusual with regards to bank activity. Mr. Snell stated he is asking financial committee members to be a second set of eyes to review these documents. Ms. Hammond expressed a privacy concern about bank statements in the committee report copies being handed out to committee members. Mr. Snell stated the information could be gained as open records requests, and that the bank account number is limited to the last four of the account. Beginning with this meeting, financial committee members will review the bank statements and provide a report back to Mr. Snell at the next meeting.
- **Financial Statements FY2020 (July through December)**
 - The committee reviewed the financial statements for the first four months of FY2020. Mr. Snell provided an overview of where the region stood on collections, billable items, changes in funding, and construction costs. Overall, the region is doing well considering the cut in state materials' funding.

Ms. Perkins made a motion to approve the Financial Statements for July through December of FY 2020 as presented. Second by Ms. Bentley. No discussion. APPROVED. 3-0.

- **Budget Amendments (Five Total):**
 1. An increase to the Library Manager's salary at Centralhatchee Public Library. The increase is directly offset by an equal increase in funding from the City of Centralhatchee;

2. Douglas County Board of Commissioners requested a change in the distribution for materials funding for their three libraries for calendar year 2020. The amount of money received from the Douglas County Board of Education was underestimated. The increase in revenue will be offset by an expendable equipment budget line to replace technology. Each of the three Douglas County libraries had received donations for a specific intent. There is no net change to the Douglas County Board of Commissioners revenue, and revenue from donations is also offset by increases in expenditure lines in compliance with the donation's intent;
3. There is a need to update technology in the Paulding County Libraries beyond what is covered in the state technology grant. Due to increases in budgeted revenue from funding sources, an expendable equipment expenditure has been added for each library to purchase additional technology;
4. At the previous Board of Trustees' Meeting, the Director's local salary supplement was increased which did not make an allowance for an increase in the cost of benefits. Also, it was determined that insurance liability costs had not been included in total insurance costs. Since we have spent very little on Professional and Technical services this year, funds were moved from this line item to cover the additional expenditures for salary, benefits, and insurance;
5. Changes in Neva Lomason funding to reflect post-renovation funding. No net changes.

Ms. Perkins made a motion to approve all five amendments as presented. Ms. Bentley seconded. There was no discussion. APPROVED. 3-0.

Adjournment

Ms. Bentley made a motion to adjourn at 10:00 a.m. Ms. Perkins seconded. No discussion. APPROVED. 3-0

Minutes taken Stephanie Irvin, Deputy Director, WGRS