



## West Georgia Regional Library System Regional Board

### MINUTES

**January 11, 2022 at 10:00 a.m.**

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

#### Trustees in Attendance:

- Mike McPherson (Carroll County) – Vice-Chair - (remote)
- Tracy Crooks (Douglas County) – Secretary
- Keri Perkins (Haralson County)
- Beth Hammond (Heard County)
- Karen Tarpley (Haralson County)
- Elaine Stokes (Paulding County) – Arrived at 10:15
- Kathleen French (Paulding County)
- Pat Rakestraw (Paulding County)

#### WGRLS Staff in Attendance:

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

#### Absent:

- Denise Askin (Carroll County)
- Tim Grizzard (Carroll County)
- Urshla Dowdy (Douglas County)
- Karen Tarpley (Haralson County)
- Rodney Kay (Heard County)

The meeting was called to order at 10:07 by Tracy Crooks, WGRLS Regional Board Secretary.

There was not a quorum so the meeting began with the director's report.

#### **Director's Report**

- **Building Updates:** The renders are completed for Douglasville location. The work would include an expansion, more light, and an updated color scheme. The project would be around \$5 million, and WGRLS is working on securing funding. The Neva outdoor pavilion plan is progressing, awaiting a city decision on if it will be a donation or an easement. Mt. Zion is getting an automatic door opener. The Neva Lomason construction

is complete, with the last plaque installed. Some remaining cash is reserved for maintenance of the regional building and some for Neva. The Chapel Hill/Anneewakee \$10 million project has an architect who was hired before Mr. Houser started. The architect hasn't shared anything. The deadline to submit capital project requests to the state legislature for funds is January 14. Mr. Houser doesn't feel comfortable moving forward asking for funding without the collaboration necessary to back the project. There was a discussion of how board members could help.

- Budget Updates: Centralhatchee has increased salaries. This is reimbursed by the city, so the increase is budget neutral for WGRS. Douglas County has added approximately \$50,000 extra for materials. The two part-time employees at Ephesus have moved to be on the WGRS staff to enable them access to EAP benefits. There was no net change since their salaries and benefits are paid by the city. Paulding County has funds allocated for circulation desk and furniture upgrades in various branches. Whitesburg has proposed budget cuts. They are significant and would put the library's status at risk. The library budget was cut by \$8,000 but added to the police budget by \$150,000 so Mr. Houser is hopeful the cuts can be discussed at a meeting he is attending.
- System Updates: The strategic planning process begins in February. WGRS will be implementing town hall meetings, survey and feedback processes, and gamifying training modules. The FY2023 budget should more clearly describe expenditures. In March WGRS plans on having an RFP for a new website and e-book platform. The 2022 legislative session has not set a visitor policy yet, so Mr. Houser will share when and how advocacy measures can happen. Budget cuts aren't expected.

**Agenda**

It was asked to remove “called” from the agenda.

**Motion to approve the amended agenda – Tarpley; Second - Perkins; No Discussion; MOTION APPROVED: Vote 8-0.**

|               |                  |                 |                |                |                |               |
|---------------|------------------|-----------------|----------------|----------------|----------------|---------------|
| <b>Askin</b>  | <b>McPherson</b> | <b>Crooks</b>   | <b>Perkins</b> | <b>Hammond</b> | <b>Tarpley</b> | <b>Stokes</b> |
| <b>ABSENT</b> | <b>YES</b>       | <b>YES</b>      | <b>YES</b>     | <b>YES</b>     | <b>YES</b>     | <b>YES</b>    |
| <b>French</b> | <b>Rakestraw</b> | <b>Grizzard</b> | <b>Dowdy</b>   | <b>Kay</b>     | <b>Stokes</b>  |               |
| <b>YES</b>    | <b>YES</b>       | <b>ABSENT</b>   | <b>ABSENT</b>  | <b>ABSENT</b>  | <b>ABSENT</b>  |               |

**Public Comments**

There were no public comments.

**Minutes**

**Motion to approve the July 27, 2021 regular meeting minutes – Hammond; Second - Perkins; No Discussion; MOTION APPROVED: Vote 8-0.**

| <b>Askin</b>  | <b>McPherson</b> | <b>Crooks</b>   | <b>Perkins</b> | <b>Hammond</b> | <b>Tarpley</b> | <b>Stokes</b> |
|---------------|------------------|-----------------|----------------|----------------|----------------|---------------|
| <b>ABSENT</b> | <b>YES</b>       | <b>YES</b>      | <b>YES</b>     | <b>YES</b>     | <b>YES</b>     | <b>YES</b>    |
| <b>French</b> | <b>Rakestraw</b> | <b>Grizzard</b> | <b>Dowdy</b>   | <b>Kay</b>     | <b>Stokes</b>  |               |
| <b>YES</b>    | <b>YES</b>       | <b>ABSENT</b>   | <b>ABSENT</b>  | <b>ABSENT</b>  | <b>ABSENT</b>  |               |

**Motion to approve the September 28, 2021 regular meeting minutes – Hammond; Second – Tarpley; No Discussion; MOTION APPROVED: Vote 8-0.**

| <b>Askin</b>  | <b>McPherson</b> | <b>Crooks</b>   | <b>Perkins</b> | <b>Hammond</b> | <b>Tarpley</b> | <b>Stokes</b> |
|---------------|------------------|-----------------|----------------|----------------|----------------|---------------|
| <b>ABSENT</b> | <b>YES</b>       | <b>YES</b>      | <b>YES</b>     | <b>YES</b>     | <b>YES</b>     | <b>YES</b>    |
| <b>French</b> | <b>Rakestraw</b> | <b>Grizzard</b> | <b>Dowdy</b>   | <b>Kay</b>     | <b>Stokes</b>  |               |
| <b>YES</b>    | <b>YES</b>       | <b>ABSENT</b>   | <b>ABSENT</b>  | <b>ABSENT</b>  | <b>ABSENT</b>  |               |

There was discussion about the director’s evaluation date as noted in the June 30, 2021 minutes, and a minor edit.

**Motion to approve the amended November 16, 2021 regular meeting minutes – Hammond; Second – Stokes; No Discussion; MOTION APPROVED: Vote 8-0.**

| <b>Askin</b>  | <b>McPherson</b> | <b>Crooks</b>   | <b>Perkins</b> | <b>Hammond</b> | <b>Tarpley</b> | <b>Stokes</b> |
|---------------|------------------|-----------------|----------------|----------------|----------------|---------------|
| <b>ABSENT</b> | <b>YES</b>       | <b>YES</b>      | <b>YES</b>     | <b>YES</b>     | <b>YES</b>     | <b>YES</b>    |
| <b>French</b> | <b>Rakestraw</b> | <b>Grizzard</b> | <b>Dowdy</b>   | <b>Kay</b>     | <b>Stokes</b>  |               |
| <b>YES</b>    | <b>YES</b>       | <b>ABSENT</b>   | <b>ABSENT</b>  | <b>ABSENT</b>  | <b>ABSENT</b>  |               |

There was discussion about removing a typo in the December minutes, and clarification on whether SHI is a company name or an acronym.

**Motion to approve the December 16, 2021 regular meeting minutes – Hammond; Second – Perkins; No Discussion; MOTION APPROVED: Vote 8-0.**

| <b>Askin</b>  | <b>McPherson</b> | <b>Crooks</b>   | <b>Perkins</b> | <b>Hammond</b> | <b>Tarpley</b> | <b>Stokes</b> |
|---------------|------------------|-----------------|----------------|----------------|----------------|---------------|
| <b>ABSENT</b> | <b>YES</b>       | <b>YES</b>      | <b>YES</b>     | <b>YES</b>     | <b>YES</b>     | <b>YES</b>    |
| <b>French</b> | <b>Rakestraw</b> | <b>Grizzard</b> | <b>Dowdy</b>   | <b>Kay</b>     | <b>Stokes</b>  |               |
| <b>YES</b>    | <b>YES</b>       | <b>ABSENT</b>   | <b>ABSENT</b>  | <b>ABSENT</b>  | <b>ABSENT</b>  |               |

## **Committee Reports**

### **Finance Committee**

Mr. Houser shared that the reports in the future will show percentages of amounts expended. He also said some locations have unspent money for materials since they are prioritizing spending state materials money.

**Motion to Approve the First Five Months Reconciled Financial Statements – Hammond; Second – Stokes; No Discussion; MOTION APPROVED: Vote 8-0.**

| Askin  | McPherson | Crooks   | Perkins | Hammond | Tarpley | Stokes |
|--------|-----------|----------|---------|---------|---------|--------|
| ABSENT | YES       | YES      | YES     | YES     | YES     | YES    |
| French | Rakestraw | Grizzard | Dowdy   | Kay     | Stokes  |        |
| YES    | YES       | ABSENT   | ABSENT  | ABSENT  | ABSENT  |        |

### **Centralhatchee Checking Account**

Ms. Hammond shared an update on the Centralhatchee expansion project. It necessitates the creation of a new checking account for the project. The Finance Committee proposes the creation of a new checking account for the purposes of the Centralhatchee Capital Project with Stephen Houser, Stephanie Irvin, and Donna McDougle as signatories.

**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 – Hammond; Second – Tarpley; No Discussion; MOTION APPROVED: Vote 8-0.**

| Askin  | McPherson | Crooks   | Perkins | Hammond | Tarpley | Stokes |
|--------|-----------|----------|---------|---------|---------|--------|
| ABSENT | YES       | YES      | YES     | YES     | YES     | YES    |
| French | Rakestraw | Grizzard | Dowdy   | Kay     | Stokes  |        |
| YES    | YES       | ABSENT   | ABSENT  | ABSENT  | ABSENT  |        |

### **Finance Policy**

Ms. Hammond presented the final draft of the Finance Policy, which has been approved by the Finance Committee.

**Motion to approve the Finance Policy as presented – Hammond; Second – Stokes; No Discussion; MOTION APPROVED: Vote 8-0.**

| Askin  | McPherson | Crooks   | Perkins | Hammond | Tarpley | Stokes |
|--------|-----------|----------|---------|---------|---------|--------|
| ABSENT | YES       | YES      | YES     | YES     | YES     | YES    |
| French | Rakestraw | Grizzard | Dowdy   | Kay     | Stokes  |        |
| YES    | YES       | ABSENT   | ABSENT  | ABSENT  | ABSENT  |        |

## **Discussion**

Ms. Hammond shared the Finance Committee now has only two members, with committee members Ms. Perkins and Ms. Hammond's board terms will be ending in June. They are soliciting for more committee members; the ideal is five. Ms. Rakestraw and Ms. Tarpley offered to join.

## **Old Business**

Mr. Houser summarized the previous meeting's discussion. After speaking to library directors at systems that have implemented fines free services, he proposes considering having children's and young adult materials be fines free after reaching out to the branch managers and funding agencies. Ms. Crooks stated support of the proposal. A vote was not required, and there was no other discussion.

## **Heard County School District PLAY Card MOU**

Mr. Houser gave an update on the PLAY card progress with Paulding County and with Heard County. The former is still in progress, and he presented the MOU for the latter.

**Motion to Approve the Heard County School District PLAY Card MOU – Tarpley; Second – Perkins; No Discussion; MOTION APPROVED: Vote 8-0.**

|               |                  |                 |                |                |                |               |
|---------------|------------------|-----------------|----------------|----------------|----------------|---------------|
| <b>Askin</b>  | <b>McPherson</b> | <b>Crooks</b>   | <b>Perkins</b> | <b>Hammond</b> | <b>Tarpley</b> | <b>Stokes</b> |
| <b>ABSENT</b> | <b>YES</b>       | <b>YES</b>      | <b>YES</b>     | <b>YES</b>     | <b>YES</b>     | <b>YES</b>    |
| <b>French</b> | <b>Rakestraw</b> | <b>Grizzard</b> | <b>Dowdy</b>   | <b>Kay</b>     | <b>Stokes</b>  |               |
| <b>YES</b>    | <b>YES</b>       | <b>ABSENT</b>   | <b>ABSENT</b>  | <b>ABSENT</b>  | <b>ABSENT</b>  |               |

There was discussion on what the implementation entails.

## **Calendar Addition: Juneteenth**

WGRLS historically mirrors the State of Georgia's holiday calendar for its employees. Juneteenth wasn't added for the 2022 calendar year until 12/22/2021, so WGRLS staff didn't feel there was adequate time to add it to the 2022 holidays previously presented. Mr. Houser would like to add it to the 2022 holidays for centralized libraries; many of the decentralized libraries have already added the holiday.

**Motion to approve the addition of 6/20/2022 as a WGRLS staff holiday to the 2022 WGRLS holiday calendar – Hammond; Second – Tarpley; No Discussion; MOTION APPROVED: Vote 8-0.**

|               |                  |                 |                |                |                |               |
|---------------|------------------|-----------------|----------------|----------------|----------------|---------------|
| <b>Askin</b>  | <b>McPherson</b> | <b>Crooks</b>   | <b>Perkins</b> | <b>Hammond</b> | <b>Tarpley</b> | <b>Stokes</b> |
| <b>ABSENT</b> | <b>YES</b>       | <b>YES</b>      | <b>YES</b>     | <b>YES</b>     | <b>YES</b>     | <b>YES</b>    |
| <b>French</b> | <b>Rakestraw</b> | <b>Grizzard</b> | <b>Dowdy</b>   | <b>Kay</b>     | <b>Stokes</b>  |               |
| <b>YES</b>    | <b>YES</b>       | <b>ABSENT</b>   | <b>ABSENT</b>  | <b>ABSENT</b>  | <b>ABSENT</b>  |               |

**Deaccession List**

Mr. Houser shared items that have reached the age of their use cycle and that are proposed for disposal.

**Motion to approve the deaccession list – Perkins; Second – French; No Discussion; MOTION APPROVED: Vote 8-0.**

|               |                  |                 |                |                |                |               |
|---------------|------------------|-----------------|----------------|----------------|----------------|---------------|
| <b>Askin</b>  | <b>McPherson</b> | <b>Crooks</b>   | <b>Perkins</b> | <b>Hammond</b> | <b>Tarpley</b> | <b>Stokes</b> |
| <b>ABSENT</b> | <b>YES</b>       | <b>YES</b>      | <b>YES</b>     | <b>YES</b>     | <b>YES</b>     | <b>YES</b>    |
| <b>French</b> | <b>Rakestraw</b> | <b>Grizzard</b> | <b>Dowdy</b>   | <b>Kay</b>     | <b>Stokes</b>  |               |
| <b>YES</b>    | <b>YES</b>       | <b>ABSENT</b>   | <b>ABSENT</b>  | <b>ABSENT</b>  | <b>ABSENT</b>  |               |

**Adjournment**

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

|               |                  |                 |                |                |                |               |
|---------------|------------------|-----------------|----------------|----------------|----------------|---------------|
| <b>Askin</b>  | <b>McPherson</b> | <b>Crooks</b>   | <b>Perkins</b> | <b>Hammond</b> | <b>Tarpley</b> | <b>Stokes</b> |
| <b>ABSENT</b> | <b>YES</b>       | <b>YES</b>      | <b>YES</b>     | <b>YES</b>     | <b>YES</b>     | <b>YES</b>    |
| <b>French</b> | <b>Rakestraw</b> | <b>Grizzard</b> | <b>Dowdy</b>   | <b>Kay</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 11:13 a.m.

Minutes taken by Stephanie Irvin, WGRSL Deputy Director

Minutes approved by Tracy Crooks, WGRSL Regional Board Secretary