



West Georgia Regional Library System Finance Committee Meeting

MINUTES

January 26, 2021 at 10:00 a.m.

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

The meeting was called to order at 9:06 a.m. by Beth Hammond, Chair.

Trustees in attendance (county in parenthesis):

- Beth Hammond (Heard County, Chair)
- Jenna Barton (Paulding County)
- Keri Perkins (Haralson County)
- Denise Askin (WGRLS Board Chair & Ex-officio member)

Trustees in Absent

- Shannon Bentley (Douglas County)
- Mike McPherson (Carroll County)

Staff in attendance:

- Stephanie Irvin, WGRLS Interim Director
- Justin Nobles, WGRLS Assistant Director of Technology
- Cherry Waddell, WGRLS Business Manager

APPROVAL OF AGENDA

Motion to Approve Agenda - Barton; Second - Perkins; No Discussion; MOTION APPROVED: Vote 3-0.

Hammond	Barton	Perkins	Bentley	McPherson
YES	YES	YES	ABSENT	ABSENT

APPROVAL OF MINUTES

Motion to Approve minutes from September 22, 2020 Regular Finance Committee Meeting Perkins; Second - Barton; No Discussion; MOTION APPROVED: Vote 3-0

Hammond	Barton	Perkins	Bentley	McPherson
YES	YES	YES	ABSENT	ABSENT

New Business

Unreconciled 6-Month FY2021 Financial Statements

Ms. Irvin reviewed the Unreconciled 6-Month FY2021 Financial Statements. Ms. Waddell explained that the issue of \$0 being listed under interfund transfer has to do with a glitch in the new software, MIP, not reflecting interfund transfers in payroll for the centralized libraries. Ms. Waddell is working with MIP to rectify this issue.

Ms. Irvin provided a detailed overview of the status of all of the funds to include each branch library. All funding agencies have been invoiced for dues and fees. There are several funds on the regional level with negative balances to include group health insurance due to an increase in premiums, utilities because of a change in garbage service, grounds maintenance, and office expenses. Neva Lomason is showing negative balances in some categories due to it being a new building, and it being difficult to project expenses for that library. Douglas County has advised that they will be cutting the amount they will fund for materials, so this amount will be adjusted. Whitesburg has not paid their share of services for the second and third quarter of FY2020. We are still operating within the approved budget for FY2021. COVID-19 & re-opening of all libraries has made budgeting difficult since July. Budget amendments will need to be made once the new director begins on February 1st, to bring the actual budget into better focus with regards to individual funding.

Motion to Accept the Unreconciled 6-Month FY2021 Financial Statements as Presented - Barton; Second - Perkins; No Discussion; MOTION APPROVED: Vote 3-0

Hammond	Barton	Perkins	Bentley	McPherson
YES	YES	YES	ABSENT	ABSENT

Ms. Hammond asked Ms. Irvin for an update on the audit and the recommendation from the auditor on a balanced budget for FY2020. Ms. Irvin explained that the audit was on hold because the auditing firm had been unable to do their fieldwork due COVID-19. However, they have requested follow-up documents in preparation for the audit. Ms. Waddell explained that FY2020 has been officially closed, all data imported into MIP, and the information is available for review. Ms. Hammond stated that she believes the Finance Committee may need to make a motion to the Board for an official close-out of FY2020 in order to officially close out FY2020. Ms. Irvin stated that she'll look into it and get the information together to present to the next Finance Committee meeting.

Ms. Askin clarified that the Finance Committee will need to review and approve the balanced FY2020 statements as well as the official report from the FY2020 audit and statements.

Committee Nominations

Ms. Askin asked the committee if they felt there were members of the Regional Board that might be interested in serving on the Finance Committee or if they themselves had an interest in continuing to serve. Ms. Askin felt that three people on the committee were enough because the same information presented to the committee is presented to the Regional Board. She asked for input.

Ms. Askin stated that Mr. McPherson has asked to be removed from the committee. Ms. Perkins and Ms. Barton agreed to continue on the committee as members. Ms. Hammond stated that having 5 members on the committee is easier to reach a quorum than just having 3. Ms. Hammond agreed to continue serving as chair of the committee. Ms. Hammond stated that Ms. Bentley had been a long standing member of the committee, and it was her opinion Ms. Bentley would continue to remain on the committee. However, she will confirm this fact with Ms. Bentley. Ms. Askin stated that if Ms. Bentley agrees to continue serving on the committee, only one person will need to be replaced to take over Mr. McPherson's vacancy. Ms. Askin stated that she will ask the full Regional Board if anyone is interested in filling Mr. McPherson's vacancy. Ms. Askin stated that Ms. Irvin stated that Ms. Fouch has expressed an interest, so she'll ask her to join.

ADJOURNMENT

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

Hammond	Barton	Perkins	Bentley	McPherson
YES	YES	YES	ABSENT	ABSENT

Meeting adjourned at 9:58 am

Minutes taken by Justin Nobles, Assistant Director of Technology, WGRLS

Minutes approved by Beth B. Hammond, Chair, Finance Committee Chair