



## West Georgia Regional Library System

### Finance Committee

### MINUTES

**June 8, 2021 at 9:00 a.m.**

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

The meeting was called to order at 9:11 a.m. by Beth Hammond, Chairman.

#### Committee Members in Attendance:

- Beth Hammond, Chair
- Keri Perkins
- Shannon Bentley

#### Trustees in Attendance:

- Denise Askin, WGRLS Regional Board Chair

#### Absent:

- Jenna Barton

#### Staff in Attendance:

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

### **APPROVAL OF AGENDA**

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

Hammond	Perkins	Bentley
YES	YES	YES

### **APPROVAL OF MINUTES**

Some minor changes were made to the draft minutes.

**Motion to Approve the Minutes from the May 25, 2021, Regular Meeting - Perkins; Second - Bentley; No Discussion; MOTION APPROVED: Vote 3-0.**

Hammond	Perkins	Bentley
YES	YES	YES

**OLD BUSINESS**

- None

**NEW BUSINESS**

- **Budget Amendment 2021-04**
  - The Georgia General Assembly added \$.05 per capita for FY2021. This increases revenue for State Materials Grant by \$24,306.
- **Budget Amendment 2021-05**
  - Due to state-reimbursed positions being vacant during the fiscal year, a portion of the budgeted funds for State Salaries Grant can be reclassified to System Services Grant. Therefore, \$58,156.82 is being transferred from the State Salaries Grant to the System Services Grant.

**Motion to Approve Budget Amendments 2021-04 and 2021-05- Bentley; Second - Perkins; No Discussion; MOTION APPROVED: Vote 3-0.**

Hammond	Perkins	Bentley
YES	YES	YES

- **FY2022 Budget**
  - Mr. Houser presented the proposed FY2022 budget. He noted that the FY2022 budget includes an increase to \$.40 per capita for materials. Shared services fees remain the same. Although revenue has increased in per capita fees due to population increases. Everything else is essentially the same as FY2021. A new addition to the budget is EAP (Employee Assistance Program) which provides up to six visits a year for staff needing counselling or other support. This would amount to \$1056 and cover almost 50 employees for the year. Also, travel has been increased to allow regional staff to visit member libraries more often. There was discussion about other line items, and the following additional revisions were made to the proposed budget: (1) \$2,000 line item for legal fees added by removing the same amount from the vehicle upkeep; (2) \$4,000 was added to the accounting line item. Staff development Day was discussed. Mr. Houser stated this is being considered; however, funds will be available within the existing proposed budget. Salary increases for staff were also discussed. Mr. Houser stated the FY2022 budget will be an ongoing process throughout the fiscal year

due to member libraries returning to full service levels following COVID, staffing changes on the regional level, and the possibility of receiving grants.

**Motion to approve the proposed FY2022 budget - Bentley; Second - Perkins; No Discussion; MOTION APPROVED: Vote 3-0.**

<b>Hammond</b>	<b>Perkins</b>	<b>Bentley</b>
<b>YES</b>	<b>YES</b>	<b>YES</b>

● **FY2020 AUP Response**

- Mr. Houser provided his proposed response to the Procedural comment noted in the AUP regarding all state-paid employees are to have annual performance reviews by stating this issue has been addressed.

**Motion to Approve the response to the AUP report- Perkins Second - Bentley; No Discussion; MOTION APPROVED: Vote 3-0.**

<b>Hammond</b>	<b>Perkins</b>	<b>Bentley</b>
<b>YES</b>	<b>YES</b>	<b>YES</b>

**ADJOURNMENT**

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

<b>Hammond</b>	<b>Perkins</b>	<b>Bentley</b>
<b>YES</b>	<b>YES</b>	<b>YES</b>

The meeting was adjourned at 10:04 a.m.

Minutes taken by Stephanie Irvin, Deputy Director  
Minutes reviewed by Beth Hammond, Chair.