



West Georgia Regional Library System

Finance Committee

MINUTES

March 23, 2021 at 9:00 a.m.

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

The meeting was called to order at 9:09 a.m. by Beth Hammond, Chairman.

Committee Members in Attendance:

- Beth Hammond, Chair
- Jenna Barton
- Keri Perkins
- Shannon Bentley

Trustees in Attendance:

- Denise Askin, WGRLS Regional Board Chair

Staff in Attendance:

- Stephen Houser, WGRLS Director
- Stephanie Irvin, WGRLS Deputy Director
- Justin Nobles, WGRLS Assistant Director of Technology
- Cherry Waddell, WGRLS Business Manager

APPROVAL OF AGENDA

Motion to Approve Amended Agenda - Bentley; Second - Perkins; No Discussion; MOTION APPROVED: Vote 4-0.

Hammond	Barton	Perkins	Bentley
YES	YES	YES	YES

APPROVAL OF MINUTES

Motion to Approve the Minutes from the January 26, 2021, Regular Meeting - Perkins; Second - Barton; No Discussion; MOTION APPROVED: Vote 3-0, 1 Abstain.

Hammond	Barton	Perkins	Bentley
YES	YES	YES	ABSTAIN

OLD BUSINESS

- **Purchase Card**

In February 2018, the proposed Purchasing Card (P-Card) Policy was presented to the Board by a former director. Temporary approval for the Director to begin exploration of obtaining a P-Card was given. However, the second reading as well as the request to obtain a P-Card was later tabled. Mr. Houser is now requesting that the Board move forth with finalizing approval for this policy and granting approval for the Regional Office to obtain a P-Card. Mr. Houser stated the P-Card would allow the Regional Office to make purchases without having to obtain a purchase order, use vendors who would not accept delayed payments, and save money by being able to have more vendor access especially where software purchases are concerned. Mr. Houser made a presentation on his proposal for the use of the P-Card, and his research on obtaining a P-Card. Mr. Houser is recommending a monthly spending limit of \$2,500, and to allow no more than three uses of the card in one day. The balance will be paid in full each month. There would be a separation of duties so that the holder of the card and the person approving the card transactions would be different. He will designate the Assistant Director as the holder of the card. The Assistant Director will not be authorized to make purchases on the card. Mr. Houser also shared a comparison of credit cards from different local banks, including their rewards options. Ms. Hammond asked what was the recommended credit limit for the card. Mr. Houser said his thoughts were to have the limit be the monthly allowance of the card - \$2,500. Ms. Askin asked what is the policy of other systems. Mr. Houser shared his previous system's P-card limit was \$1,000, and it rarely exceeded that amount. Ms. Askin and Ms. Hammond expressed concern that if a card had a balance of \$2,500 near the end of the billing cycle, it might delay other necessary expenditures due to payment processing times. Ms. Bentley agreed. Ms. Askin proposed the total credit limit on the card be \$5,000, and that it be necessary to sign the card in and out before use. Ms. Waddell pointed out there is a Home Depot credit card that works similarly to this function. The P-Card will follow similar procedures. The P-Card will be maintained in the safe, signed out for use, signed back in following use, and receipts for usage will be given to Ms. Waddell. Although one payment will be made for the overall bill, Ms. Waddell will debit the appropriate fund for expenditures using the card. The regional office will also follow state policy on usage. A final reading of the Purchase Card policy will be ready at our next meeting.

Motion to allow the Director To Move Forward with Obtaining a Purchase Card for the Regional Office with a Credit Limit not to exceed \$5,000 - Barton; Second - Perkins; No Discussion; MOTION APPROVED: Vote 4-0.

Hammond	Barton	Perkins	Bentley
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YES	YES	YES	YES
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NEW BUSINESS

- **Director’s GPLS Compensation Form**

Mr. Houser shared a document the Georgia Public Library Service (GPLS) requires on the itemization of the Library Director’s Compensation to reflect state and local salary amounts and benefits. Mr. Houser asked that this be approved for submission.

Motion to Approve the FY2021 Director’s Compensation per GPLS Requirements for a total of \$133,901.81 as presented - Perkins Second - Bentley; No Discussion; MOTION APPROVED: Vote 4-0.

Hammond	Barton	Perkins	Bentley
YES	YES	YES	YES

- **Budget Amendments**

Mr. Houser presented and explained two budget amendments. One is for the funding cut by Douglas County (2021-03) for materials which resulted in a reduction of available materials expenditures for Douglas County libraries. The second one is for raises given to Centralhatchee staff (2021-02) with increased contributions from the city of Centralhatchee providing the additional funds. There is no net change to the overall budget.

Motion to Approve Budget Amendments 2021-02 & 2021-03 - Perkins Second - Bentley; No Discussion; MOTION APPROVED: Vote 4-0.

Hammond	Barton	Perkins	Bentley
YES	YES	YES	YES

- **Reconciled Budget**

Mr. Houser shared expenditures for Neva Lomason are on track, as is Douglas County, The libraries in Bremen and Heard are doing well. The libraries in Bowdon, Dallas, and Crossroads libraries are a bit behind budget in regards to expenditures which he will check on. It is expected that we will be behind in state salaries due to the Director vacancy position. Mr. Houser will be meeting with the state salaries person to look at

options, and he will discuss options with the Finance Committee at the next meeting. Ms. Waddell also added that there was an extra fund for a Sandra Deal grant received last year.

Motion to Approve Reconciled 8-Month FY2021 Financial Statements as presented - Bentley Second - Perkins; No Discussion; MOTION APPROVED: Vote 4-0.

Hammond	Barton	Perkins	Bentley
YES	YES	YES	YES

ADJOURNMENT

Motion to Adjourn - Perkins Second - Bentley; No Discussion; MOTION APPROVED: Vote 4-0.

Hammond	Barton	Perkins	Bentley
YES	YES	YES	YES

The meeting was adjourned at 10:02 a.m.

Minutes taken by Stephanie Irvin, Deputy Director

Minutes reviewed by Beth Hammond, Chair