



West Georgia Regional Library System Board of Trustees Meeting

MINUTES

March 23, 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 10:07 a.m. by Denise Askin, Chairman.

- Mike McPherson (Carroll County) - Vice Chair
- Tracy Crooks (Douglas County) - Secretary
- Tim Grizzard (Carroll County)
- Shannon Bentley (Douglas County)
- Beth Hammond (Heard County)
- Denney Rogers (Heard County)
- Keri Perkins (Haralson County)
- Karen Tarpley (Haralson County)
- Jenna Barton (Paulding County)
- Elaine Stokes (Paulding County)
- Pat Rakestraw (Paulding County)

Staff in attendance:

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

Absent:

- Urshla Fouch (Douglas County)

Guest:

- Clint Chance

APPROVAL OF AGENDA

Motion to Approve Amended Agenda - McPherson; Second - Rogers; No Discussion; MOTION APPROVED: Vote 11-0.

| Askin | McPherson | Crooks | Grizzard | Bentley | Hammond | Rogers |
|-------|-----------|--------|----------|---------|---------|--------|
| YES | YES | YES | YES | YES | YES | YES |

| Perkins | Tarpley | Barton | Stokes | Fouch | Rakestraw |
|---------|---------|--------|--------|--------|-----------|
| YES | YES | YES | YES | ABSENT | YES |

APPROVAL OF MINUTES

Ms. Hammond noted some corrections for the minutes for January 26, 2021.

Motion to Approve the Minutes from January 26, 2021 with the changes proposed by Ms. Hammond - Grizzard; Second - Bentley; No Discussion; MOTION APPROVED: Vote 11-0.

| Askin | McPherson | Crooks | Grizzard | Bentley | Hammond | Rogers |
|-------|-----------|--------|----------|---------|---------|--------|
| YES | YES | YES | YES | YES | YES | YES |

| Perkins | Tarpley | Barton | Stokes | Fouch | Rakestraw |
|---------|---------|--------|--------|--------|-----------|
| YES | YES | YES | YES | ABSENT | YES |

Motion to Approve the Minutes from February 9, 2021 - Tarpley; Second - Perkins; No Discussion; MOTION APPROVED: Vote 11-0.

DIRECTORS REPORT

Mr. Houser gave an update on several topics including:

- Personnel Update
 - Bailey Bolton, the current Library Assistant at Whitesburg, is the new manager.
 - On March 22, 2021 we interviewed for Office Manager. We are still taking applications for the Assistant Director of Library Services position.
- Status of Library Services

- All centralized libraries would be in 4-A of the Pandemic Service Plan tomorrow which is expanded to in person. The only thing missing is meeting room access at that point. Ms. Askin asked for plans for spacing where patrons could sit. Mr. Houser said the libraries have simply physically moved chairs to create spacing.
- Legislative Update
 - Amended FY21 budget includes an additional 5 cents per capita for materials. The FY22 budget also includes this per capita. The budget passed by the house provides \$210,000 in 20-year bonds to design, construct, and equip the Centralhatchee Public Library Expansion. The Senate is working on the FY22 budget.
- Statistics
 - Item checkouts have dropped over the past few years, but digital checkouts have about doubled between February 2020 and February 2021.
- Facilities Updates
 - Some MR&R money will be spent at the Bremen library for window repair
- Play Cards
 - The Play Cards is an opt-out program that will result in every student receiving a library card. It allows the student access to all digital material and up to 10 items with no late fines. Carrollton City and Paulding County have been sent sample MOUs and materials. Ms. Askin asked how the student would get the card. Mr. Houser said the ideal way would be to send it via email to the student's email address. Mr. McPherson recommended using a library card number. Tracy Crooks asked that Douglas County be considered next.
- Short and Long Term Projects
 - Mr. Houser and Ms. Irvin are working on a Financial Policy. There is also a plan to create MOUs between library and funding agencies for each branch/system. ARPA will provide \$4.3 million to GPLS for new grants. Guidelines are expected soon. Finally, there will be an examination of the shared services fee structure. Long-term, WGRLS will be looking at strategic planning commencing in spring 2022.

Mr. Askin asked if curbside service would continue as an option, and Mr. Houser confirmed that it would for libraries where it was desired.

COMMITTEE REPORTS

Finance Committee -

Ms. Hammond said WGRLS is operating within budget. Mr. Houser said the materials budget hasn't been put into the accounting software yet, so it isn't showing yet, but will be updated soon. The bank statements are now reconciled. The AUP and the audit have been completed. Mr. McPherson asked about the Whitesburg library. Mr. Houser said they have paid most of their fees. Ms. Waddell said they have paid for FY20 and for 50% of the manager's salary so far.

Motion to Approved Reconciled 8-Month FY2021 Financial Statements as presented - Hammond; Second - Grizzard; No Discussion; MOTION APPROVED: Vote 11-0.

West Georgia Regional Library System Regional Board

| | | | | | | |
|--------------|------------------|---------------|-----------------|----------------|----------------|---------------|
| Askin | McPherson | Crooks | Grizzard | Bentley | Hammond | Rogers |
| YES | YES | YES | YES | YES | YES | YES |

| | | | | | |
|----------------|----------------|---------------|---------------|---------------|------------------|
| Perkins | Tarpley | Barton | Stokes | Fouch | Rakestraw |
| YES | YES | YES | YES | ABSENT | YES |

Ms. Hammond presented the FY2021 Director’s Compensation, GPLS Form. There were no questions.

Motion to Approve the FY2021 Director’s Compensation per GPLS Requirements for a total of \$133,901.81, as presented - Hammond; Second - Grizzard; No Discussion; MOTION APPROVED: Vote 11-0.

| | | | | | | |
|--------------|------------------|---------------|-----------------|----------------|----------------|---------------|
| Askin | McPherson | Crooks | Grizzard | Bentley | Hammond | Rogers |
| YES | YES | YES | YES | YES | YES | YES |

| | | | | | |
|----------------|----------------|---------------|---------------|---------------|------------------|
| Perkins | Tarpley | Barton | Stokes | Fouch | Rakestraw |
| YES | YES | YES | YES | ABSENT | YES |

Ms. Hammond shared Budget Amendment 2021-02, which reflected raises for the Centralhatchee library staff with funding for the raises provided by the City of Centralhatchee, and 2021-03 regarding Douglas County for a reduction in materials expenditures for all libraries. There is no net change to the overall budget.

Motion to Approve Budget amendments 2021-02 and 2021-03, as presented - Hammond; Second - Bentley; No Discussion; MOTION APPROVED: Vote 11-0.

| | | | | | | |
|--------------|------------------|---------------|-----------------|----------------|----------------|---------------|
| Askin | McPherson | Crooks | Grizzard | Bentley | Hammond | Rogers |
| YES | YES | YES | YES | YES | YES | YES |

| | | | | | |
|----------------|----------------|---------------|---------------|---------------|------------------|
| Perkins | Tarpley | Barton | Stokes | Fouch | Rakestraw |
| YES | YES | YES | YES | ABSENT | YES |

Ms. Hammond shared that Mr. Houser had presented to the Finance Committee about the benefits of having a purchasing card (“p-card”). The card would have allowable purchases such as software

purchases, which previously had been difficult to buy. It would have a limit per month of \$5,000. and can't be used more than three times in one day. Duties would be separated so the person holding the card and the person approving the card transaction would be different. The Committee recommends the pursuit of a card with a cash back rewards program, since the card would be paid off every month. The Finance Committee approves of the internal controls for the card's use proposed by Mr. Houser, noting there is a Home Depot credit card used by WGRLS with similar controls. Ms. Bentley asked if the card was just for use by regional office staff members, and Ms. Hammond confirmed.

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 - Hammond; Second - Crooks; No Discussion; MOTION APPROVED: Vote 11-0.

| Askin | McPherson | Crooks | Grizzard | Bentley | Hammond | Rogers |
|-------|-----------|--------|----------|---------|---------|--------|
| YES | YES | YES | YES | YES | YES | YES |

| Perkins | Tarpley | Barton | Stokes | Fouch | Rakestraw |
|---------|---------|--------|--------|--------|-----------|
| YES | YES | YES | YES | ABSENT | YES |

Construction Committee

Mr. Chance introduced himself as the former chair of the Neva Lomason Memorial Library Construction Committee. He shared about the history of the Neva Lomason Construction project. The project had a reimbursable state grant for about \$2 million, and some MR&R funds. Funds also came from the city of Carrollton -- both direct and in-behalf -- Carroll County, state funds, and over \$1 million in fundraised money from the fundraising subcommittee headed by Michelle Morgan.

The resulting \$5.3 million in funds were used in a two-stage construction project. Stage 1 involved the construction of the regional office, which was separated from the Neva Lomason library since the regional office serves the entire system. The building was built for around \$617,000, which was the planned budget of around \$700,000. The remaining savings were transferred into Stage 2 of the project, which was the Neva Lomason Memorial Library project. When the Construction Committee met to vote to dissolve on March 23, 2021, they evaluated what to do with the remaining funds of around \$40,000. Mr. Chance noted by law it can't be used to supplement operating costs. He acknowledged the board has responsibility for the money now that the Construction Committee has disbanded, but the recommendation from the Construction Committee is:

- 1.) State Capital: 50% to WGRLS Regional Office/50% to Neva Lomason Library
- 2.) State MRR: 50% to WGRLS Regional Office/50% to Neva Lomason Library
- 3.) Carroll County: 50% to WGRLS Regional Office/50% to Neva Lomason Library
- 4.) City of Carrollton: Remaining Funds 100% to Neva Lomason Library
- 5.) Fundraising: Remaining Funds 100% to Neva Lomason Library

Mr. McPherson asked about past issues in the Neva Lomason Library such as humidity and plumbing issues. Mr. Chance shared they were resolved. Mr. McPherson recommended that staff perform an inventory now that the library is open.

No action was taken.

Policy Committee

Ms. Irvin gave a brief overview of the Meeting Room Policy. The policy is created to be a basic set of standards that can apply to all library meeting rooms and patrons wanting to use them.

Ms. Irvin also presented the Open Records Request Policy and form, noting they will be screened by a lawyer. Under the Georgia Open Records Act, a person may make a request to review library documents, electronic records or security camera footage unless these are specifically exempted from disclosure under court order or specifically exempted under law. The policy and documents are meant to guide staff when someone makes a request, and to create expectations for the person making the request (such as making sure they know there is a labor cost, and where to pick up their documents). Ms. Askin confirmed it would be screened by a lawyer, which Ms. Irvin confirmed. Ms. Hammond asked why the contact information for the office manager is made public on the form. Ms. Irvin said this contact information is already on the WGRLS website. Mr. Houser said it's possible to create an email specifically for submissions for this sort of request. Ms. Hammond made some wording suggestions, and also recommended a reconsideration of the labor costs to make them more fitting with labor costs for other time-intensive retrievals.

No action was taken

Old Business

There was no old business.

New Business

E-Rate and WiFi Contract Approvals

Mr. Houser and Mr. Nobles presented the e-rate and WiFi contract approvals. WGRLS had to go to bid for the contract, and it was won by SyncGlobal. Each library will receive a minimum of 100 MBPS with some libraries receiving more with increased parking lot access. They also offer firewall maintenance, which is currently managed in-house. Mr. Nobles notes that not having to manage this in house would save staff time and money at a relatively low cost, and that he'll cover more details on it at a later date. Mr. McPherson asked when WiFi is available after hours, and Mr. Nobles shared that it depends on the location. He added WGRLS has won a grant to expand WiFi access for the libraries in

Haralson, Heard, and Carroll Counties and plan to work with Douglas and Paulding County libraries for their expansions.

There is no extra cost to the system with the approval of this new contract. The system will cover 20% of the costs with the state covering the rest.

Motion to Approve E-Rate and WiFi Contracts - Hammond; Second - Tarpley; No Discussion; MOTION APPROVED: Vote 11-0.

| Askin | McPherson | Crooks | Grizzard | Bentley | Hammond | Rogers |
|-------|-----------|--------|----------|---------|---------|--------|
| YES | YES | YES | YES | YES | YES | YES |

| Perkins | Tarpley | Barton | Stokes | Fouch | Rakestraw |
|---------|---------|--------|--------|--------|-----------|
| YES | YES | YES | YES | ABSENT | YES |

Inventory Deaccession

Mr. Houser shared a list of surplus equipment. Mr. Nobles confirmed September 2019 is the last time old equipment was presented to the board for approval, thus the long list. Since the items were bought with state funds, the board must approve the disposal of the items. A company will be called in to properly wipe private information from hard drives and to dispose of all items.

Motion to Approve Technology Deaccession - McPherson; Second - Hammond; No Discussion; MOTION APPROVED: Vote 11-0.

| Askin | McPherson | Crooks | Grizzard | Bentley | Hammond | Rogers |
|-------|-----------|--------|----------|---------|---------|--------|
| YES | YES | YES | YES | YES | YES | YES |

| Perkins | Tarpley | Barton | Stokes | Fouch | Rakestraw |
|---------|---------|--------|--------|--------|-----------|
| YES | YES | YES | YES | ABSENT | YES |

Pandemic Plan Adaptation

Mr. Houser requests the line from Service Level 4A of the Pandemic Plan noting the end of contactless services be struck since it is popular with patrons.

Motion to Approve Pandemic Plan Modification - McPherson; Second - Crooks; No Discussion; MOTION APPROVED: Vote 11-0.

| Askin | McPherson | Crooks | Grizzard | Bentley | Hammond | Rogers |
|-------|-----------|--------|----------|---------|---------|--------|
| YES | YES | YES | YES | YES | YES | YES |

| | | | | | |
|----------------|----------------|---------------|---------------|---------------|------------------|
| Perkins | Tarpley | Barton | Stokes | Fouch | Rakestraw |
| YES | YES | YES | YES | ABSENT | YES |

Adjournment

Motion to Adjourn - Rogers; Second - Bentley; No Discussion; MOTION APPROVED: Vote 11-0.

| | | | | | | |
|--------------|------------------|---------------|-----------------|----------------|----------------|---------------|
| Askin | McPherson | Crooks | Grizzard | Bentley | Hammond | Rogers |
| YES | YES | YES | YES | YES | YES | YES |

| | | | | | |
|----------------|----------------|---------------|---------------|---------------|------------------|
| Perkins | Tarpley | Barton | Stokes | Fouch | Rakestraw |
| YES | YES | YES | YES | ABSENT | YES |

The meeting was adjourned at 11:12 am.

Minutes taken by Stephanie Irvin, WGRLS Deputy Director

Minutes reviewed by Tracy Crooks, WGRLS Regional Board Secretary