

**West Georgia Regional Library System  
Regional Board of Trustees Meeting  
Ephesus Public Library  
May 29, 2018**

**Minutes**

The West Georgia Regional Library System Board of Trustees met at Ephesus Public Library on Tuesday, May 29, 2018 at 10 a.m. Denney welcomed the group warmly to Ephesus.

Members present were:

- Carroll County: Clint Chance, Shirley Vassy
- Douglas County: Shannon Bentley
- Haralson County: Keri Perkins
- Heard County: Denney Rogers, Beth Hammond
- Paulding County: Donette Lee, Johnny McBurrows

Members absent were: Kati Gibson, Tracy Scaglione, and Joe Phillips.

Staff present were: Director Jessica Everingham, Assistant Director Martha Goodson, Business Manager Ashlie Stewartson, and Facilities and Construction Manager Lee Dollar.

Guests present were: Steve Schaefer.

Clint called the meeting to order at 10:10 a.m. and made the following additions to the agenda:

- Added to Unfinished Business: Director's Evaluation, WGRLS Safety/Security Update
- Added to New Business: E & P Construction closeout, Election of New Officers, Clint's membership on Carrollton Construction Committees, and Executive Session.

A motion was made by Shannon and seconded by Johnny to approve the revised agenda. The board approved this motion unanimously.

Clint presented a correction to the November 2017 minutes. The following sentence will be removed: *Mr. Schaefer has spoken with AT&T and they will settle the balance for \$40,000.* A motion was made by Shannon and seconded by Shirley to amend the minutes. The board approved this motion unanimously.

Clint presented the March 2018 minutes for approval. A motion was made by Donette and seconded by Denney to accept the minutes. The board approved this motion unanimously.

A suggestion was made to consider recording regional board meetings in the future. Jessica agreed to look into this idea. Clint requested that the minutes be sent to the board secretary for approval within two days of each meeting in order to catch errors while the meeting content is still fresh in each person's mind.

**Director's Report**

Jessica reported that WGRLS received an open records request from a Villa Rica resident who wanted to view the Villa Rica city budget and the WGRLS regional board minutes from the past two years. This request has been fulfilled; however, it has led to revised administrative procedures when responding to future open records requests.

Jessica noted that the Carroll County Board of Commissioners was holding a budget hearing, today, and would consider the library system's request for an increase in funding from \$250,000 to \$300,000 per year. If the funding increase is denied, Jessica will come to the board with various potential scenarios for Carroll County libraries.

Also in relation to library funding, every regional school superintendent has been consulted about an increase in Extension Services funding for the first time in 23 years. Paulding County is considering the request, and all other school systems have already agreed to the request for \$1.50 per student in FY 2019.

Denney reported that the city of Franklin has agreed to provide annual Franklin Library funding for the first time in their history. They will provide \$1,200 in FY 2019.

### **Department Head Reports**

WGRLS Department Heads reported highlights as listed on the attached report.

### **Financial Report**

Ashlie shared the WGRLS Financial Statements and Financial Notes, and Shannon reported that the Finance Committee met to review these materials and ask staff questions earlier in the day. A motion was made by the Finance Committee and seconded by Johnny to accept the May 2018 Financial Report. The board approved this motion unanimously.

### **Committee Reports**

Beth presented the draft Purchasing Card (P-Card) policy for a second reading on behalf of the Policy Committee. Following discussion and corrections to the policy draft, a motion was made by Shannon and seconded by Shirley that the library continue use of temporary P-Card procedures currently in place in anticipation of policy approval at the July board meeting. The board approved this motion unanimously.

Beth also presented an Internet Acceptable Use Policy for the board's initial reading and asked that board members review the draft for consideration at the July board meeting. A motion was made by Johnny and seconded by Donette for discussion of this draft policy in July. The board approved this motion unanimously.

### **Unfinished Business**

Jessica reported that the library has decided to do more research before establishing notary service in all member libraries.

Jessica also brought the board up to date on the disposition of the non-working WGRLS bookmobile, noting that local artists are creating a professional pencil drawing and photograph to record the bookmobile for posterity. A motion was made by Beth and seconded by Shirley giving the library director permission to surplus the bookmobile and post if for sale on GovDeals.com.

On behalf of the Personnel Committee, Shirley reported that Jessica and the board have jointly agreed upon several goals that will serve as one piece of a 3-Factor annual evaluation process (attached). The other two factors are the successful accomplishment of library service programs and the director's performance of prescribed job description items. A motion was made by Donette and seconded by Shannon that the Personnel Committee move forward with this 3-Factor evaluation process.

Reporting on the WGRSL Safety and Security Plan, Jessica noted that the entire staff, and several board members, took part in Active Shooter Training in March. She also mentioned that each library has provided a self-assessment of their security readiness, and that Staff Development Day in October will feature scenario-based safety Table Talks. Clint mentioned that the regional board should consider adding law enforcement representatives to its roster.

### **New Business**

Jessica asked the board to approve a change in the Extension Services model, reporting that the library is taking on unnecessary liability by providing home delivery service to a small number of individuals. A motion was made by Shirley and seconded by Johnny that the library shift to U.S. Postal delivery for homebound individuals. The board approved this motion unanimously.

Jessica reported that E & P Construction has resigned from the Neva Lomason Memorial Library renovation project.

Keri and Beth presented a slate of nominations for the FY 2019 Executive Committee.

- A motion was made by Donette and seconded by Johnny that Beth Hammond be appointed Secretary for FY 2019. Beth removed herself from the voting and was elected unanimously.
- A motion was made by Shannon and seconded by Denney that Shirley Vassy be appointed Vice-Chair for FY 2019. Shirley removed herself from the voting and was elected unanimously.
- A motion was made by Donette and seconded by Shannon that Denney Rogers be appointed Chair for FY 2019. Denney removed himself from the voting and was elected unanimously.

A motion was made by Johnny and seconded by Beth that Clint remain on the Carrollton Construction Committees. The board approved this motion unanimously.

A motion was made by Shirley and seconded by Johnny at 11:45 a.m. that the board go into Executive Session. No action was taken in Executive Session. A motion was made by Johnny and seconded by Shirley at 12:00 p.m. that the board leave Executive Session. A motion was made by Johnny and seconded by Denney that the board return to regular session.

A motion was made by Johnny and seconded by Beth authorizing the Carrollton Construction Committee and the Executive Committee to negotiate with E & P Construction on behalf of the Board regarding the company's failure to complete the Neva Lomason Memorial Library renovation project as agreed.

Clint and Martha were honored with lovely plaques for years of service to the library and library board of trustees.

A motion was made by Johnny and seconded by Shirley to adjourn. The board approved this motion unanimously and adjourned at 12:40 p.m.

Respectfully submitted,

Martha Goodson  
Assistant Director