



West Georgia Regional Library System

Regional Board

MINUTES

May 25, 2021 at 10:00 a.m.

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

Trustees in Attendance:

- Denise Askin (Carroll County) - Chairman
- Mike McPherson (Carroll County) - Vice Chair
- Tracy Crooks (Douglas County) – Secretary
- Shannon Bentley (Douglas County)
- Urshla Dowdy (Douglas County)
- Beth Hammond (Heard County)
- Denney Rogers (Heard County)
- Keri Perkins (Haralson County)
- Jenna Barton (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

Absent:

- Tim Grizzard (Carroll County)
- Karen Tarpley (Haralson County)
- Elaine Stokes (Paulding County)

Guests:

- Amanda Wilkson, Bates Carter

APPROVAL OF AGENDA

**Motion to approve the agenda as presented – Dowdy; Second - Rakestraw; No Discussion;
MOTION APPROVED: Vote 10-0.**

Askin	McPherson	Crooks	Bentley	Dowdy	Hammond	Rogers
YES	YES	YES	YES	YES	YES	YES

Perkins	Barton	Rakestraw	Grizzard	Tarpley	Stokes
YES	YES	YES	ABSENT	ABSENT	ABSEN T

APPROVAL OF MINUTES

Ms. Askin asked for two typo corrections, and to clarify what “4A” references regarding the pandemic plan. Ms. Hammond added some grammar corrections, and said some terminology needed to be fixed in the motions. Ms. Askin suggested the minutes be tabled for the next meeting.

Director Report

Mr. Houser said the centralized libraries will be open for meeting room use soon. Moving into summer, the libraries are starting programming for children in the next few weeks. There is no mask requirement for patrons or staff, though they are recommended. Mr. Rogers asked if there are state guidelines for staff being vaccinated, and Mr. Houser said he didn’t know of any, but he is open to having a discussion for mask requirements if desired.

WGRLS plans to add Hoopla and Kanopy, two streaming services that would add streaming movies and music to the collection. WGRLS is not getting LibTech funds this year, but will be getting grant funds which will add about \$40,000 for ebooks as well as additional services. He will be discussing needs with managers. Ms. Askin recommended advertising additional services when they launch.

Mr. Houser shared facility updates in process. The Bremen library has had some windows replaced. The library in Temple is having its vault cleared out, which will add usable space to the library. The potential Chapel Hill library is in discussion. Renovations to other libraries are being looked at.

WGRLS is pursuing school agreements so students can get PLAY cards. These cards would provide limited checkouts for about 5,000 students. The program will start with K-12 students in Paulding and the City of Carrollton.

Mr. Nobles shared the WiFi expansion project update. WGRLS had obtained a grant of about \$15,000. It was used to expand WiFi access in the Carroll, Haralson, and Heard county libraries, with the exception of the Neva library, now have expanded WiFi. WGRLS is looking into options for expanding access at the other libraries.

WGRLS is looking at virtual reality and other programming for seniors, as well as the development of a senior advisory board.

COMMITTEE REPORTS

- **Finance Committee**

- **FY2020 Audit Report**

Amanda Wilkson of Bates Carter gave a review of the FY2020 library system audit. It was an unmodified opinion. The financial statements are in accordance with standards and are the highest level of audited opinion. There were no findings noted for FY2020. The investment in capital assets in 2020 doubled. The restricted portion is the amount still on hand for capital construction projects. The unrestricted amount in the deficit is due to the new accounting standards. This deficit is normal for libraries. The unassigned fund balance is \$1.1 million, which is healthy. There was \$392,000 more in revenue brought in for FY2020, which led to the increase of this fund balance. Funds brought in for state grants were properly expended. Compared to FY2020 the revenues and expenditures are consistent with FY2019. This is the second year the library has been able to build a reserve of more than \$300,000 in the fiscal year in the general fund. The largest asset the library holds is the collection, which is to be expected. The worth of this asset was \$10.6 million at the beginning of FY2020 and \$6.3 million at the end of FY2020. The value of the books was about \$4 million. Books are expected to depreciate about every 10 years, so a reasonable depreciation shows the library continues to add to the collection. Periodicals and electronic items are not included in the asset costs. The budget was followed. The budget allowed for about \$16-\$17,000 more than was spent. Expenses are being moderated and controlled. She advised watching categories throughout the year which are under budget and those that are over budget and making budget amendments if necessary to reflect the change in function(s). In FY2020 there were no audit findings. It is the first in around 7 years that the library has not had to make a response to an audit finding. Ms. Wilkson commended the system’s attentiveness to controls. Ms. Wilkson stated the agreed upon procedure (AUP) GPLS gives to libraries is for those who don’t have audits. Audits are more reliable than AUPs. Ms. Hammond thanked Ms. Wilkson and her staff for their work.

Motion to approve FY 2020 audit report as prepared by Bates Carter and presented by Amanda Wilkson – Hammond, Second – Rogers, No Discussion; MOTION APPROVED: Vote 10-0.

Askin	McPherson	Crooks	Bentley	Dowdy	Hammond	Rogers
YES	YES	YES	YES	YES	YES	YES
Perkins	Barton	Rakestraw	Grizzard	Tarpley	Stokes	
YES	YES	YES	ABSENT	ABSENT	ABSENT	

o APPROVAL OF RECONCILED FINANCIAL STATEMENTS FOR FIRST 9 MONTHS of FY2021

Motion to approve the reconciled financial statements for first 9 months of FY2021 as presented – Hammond; Second - Crooks; No Discussion; MOTION APPROVED: Vote 10-0.

Askin	McPherson	Crooks	Bentley	Dowdy	Hammond	Rogers
YES	YES	YES	YES	YES	YES	YES
Perkins	Barton	Rakestraw	Grizzard	Tarpley	Stokes	
YES	YES	YES	ABSENT	ABSENT	ABSENT	

o FIRST READING – FINANCE POLICY

Ms. Hammond stated the Finance Committee recommends using “regional board” instead of “library board” in the document. They also asked to strike the line regarding a specified minimum balance of cash on hand for libraries, as well as the stipulation that the Regional Board determine the amount.

Motion to approve the proposed Finance Policy with the noted changes - Hammond; Second - Rogers; No Discussion; MOTION APPROVED: Vote 10-0.

Askin	McPherson	Crooks	Bentley	Dowdy	Hammond	Rogers
YES	YES	YES	YES	YES	YES	YES
Perkins	Barton	Rakestraw	Grizzard	Tarpley	Stokes	
YES	YES	YES	ABSENT	ABSENT	ABSENT	

o SECOND READING -- PURCHASE CARD POLICY

Ms. Hammond stated Mr. Houser has been working on obtaining a purchase card. The bank has been helpful, but the credit card company has been harder to work with. The Finance Committee recommends approving the purchase card policy in anticipation of when a card will be obtained.

Motion to approve the Purchase Card Policy – Hammond; Second - Crooks; No Discussion; MOTION APPROVED: Vote 10-0.

Askin	McPherson	Crooks	Bentley	Dowdy	Hammond	Rogers
YES	YES	YES	YES	YES	YES	YES
Perkins	Barton	Rakestraw	Grizzard	Tarpley	Stokes	
YES	YES	YES	ABSENT	ABSENT	ABSENT	

- **Policy Committee**

SECOND READING – MEETING ROOM POLICY

Ms. Irvin shared the meeting room policy for its second read. There were no recommendations or changes following the previous reading. Ms. Rakestraw asked if there was a form. Ms. Irvin said there was a form the libraries could use to help reserve the rooms, and would be given to patrons when reserving the room. Managers would complete the form with the interested patron. Ms. Rakestraw asks if reservations would be free. Ms. Irvin said activities had to be free of charge for public attendance. Mr. Houser added managers could collect a charge to use the room if the organization is not a non-profit or not-for-profit.

Motion to approve the Meeting Room Policy – Rogers; Second - Perkins; No Discussion; MOTION APPROVED: Vote 10-0.

Askin	McPherson	Crooks	Bentley	Dowdy	Hammond	Rogers
YES	YES	YES	YES	YES	YES	YES
Perkins	Barton	Rakestraw	Grizzard	Tarpley	Stokes	
YES	YES	YES	ABSENT	ABSENT	ABSENT	

SECOND READING – OPEN RECORDS REQUEST POLICY

Ms. Irvin said the policy had been screened by an update and two additions were added. The policy now mentions WGRLS will have an Open Records Officer, who will remain up to date with open records law. They will be tasked with reviewing requested records prior to them being given out in order to make sure there is no exempt information. The labor and retrieval charge for pulling open records data was also updated in order to match that used by the state. Ms. Askin asked if there would be an email address purely to receive open records requests, and Mr. Houser confirmed.

Motion to approve the Open Records Request Policy – Hammond; Second - Barton; No Discussion; MOTION APPROVED: Vote 10-0.

Askin	McPherson	Crooks	Bentley	Dowdy	Hammond	Rogers
YES	YES	YES	YES	YES	YES	YES
Perkins	Barton	Rakestraw	Grizzard	Tarpley	Stokes	
YES	YES	YES	ABSENT	ABSENT	ABSENT	

NEW BUSINESS

Mr. Houser said longtime staff member Cary Dunmire is retiring. One of his tasks was managing the WGRLS firewall. Mr. Nobles said a firewall is necessary to keep Child Internet Protection Act filtering, which is necessary for discounted internet access for the WGRLS libraries. WGRLS is considering paying for firewall services through SyncGlobal. Discussion of CIPA and firewalls.

Motion for approval of firewall contract – Hammond; Second - Rogers; No Discussion; MOTION APPROVED: Vote 10-0.

Askin	McPherson	Crooks	Bentley	Dowdy	Hammond	Rogers
YES	YES	YES	YES	YES	YES	YES
Perkins	Barton	Rakestraw	Grizzard	Tarpley	Stokes	
YES	YES	YES	ABSENT	ABSENT	ABSENT	

TECHNOLOGY DEACCESSION

Mr. Nobles provided a list of items over seven years old which are old, outdated pieces of technology. He noted selling very old technology isn't time or cost-effective, so WGRLS partners with an e-disposal company for responsible disposal. Mr. Nobles is asking the Board to approve the list of items for deaccession.

Motion to approve technology deaccession – Rogers; Second - Hammond; No Discussion; MOTION APPROVED: Vote 10-0.

Askin	McPherson	Crooks	Bentley	Dowdy	Hammond	Rogers
YES	YES	YES	YES	YES	YES	YES

Perkins	Barton	Rakestraw	Grizzard	Tarpley	Stokes
YES	YES	YES	ABSENT	ABSENT	ABSENT

Third Party Accounting Services Contract

Mr. Houser stated with the Business Manager retiring at the end of July 2021, and the challenges with MIP, he is recommending outsourcing some of the accounting functions of WGRLS. He has explored some options, and he has been in discussion with other libraries as well as obtained some preliminary proposals from several accounting firms that work with library systems. He is proposing outsourcing part of the Business Manager’s duties and maintaining part of them in-house with existing staff. The Business Manager’s position will not be filled. Therefore, part of the funds saved by not filling this position will be used to pay for the outsourcing of accounting services.

Motion to allow the director to research accounting outsourcing options with the terms agreed upon by the board and submit a proposal at the next meeting – Rogers; Second – Hammond; No Discussion; MOTION APPROVED: Vote 10-0

Askin	McPherson	Crooks	Bentley	Dowdy	Hammond	Rogers
YES	YES	YES	YES	YES	YES	YES
Perkins	Barton	Rakestraw	Grizzard	Tarpley	Stokes	
YES	YES	YES	ABSENT	ABSENT	ABSENT	

Ms. Bentley shared her term is ending and this was her last meeting.

Motion to adjourn – Hammond; Second – Rogers; No Discussion; MOTION APPROVED: Vote 10-0

Askin	McPherson	Crooks	Bentley	Dowdy	Hammond	Rogers
YES	YES	YES	YES	YES	YES	YES
Perkins	Barton	Rakestraw	Grizzard	Tarpley	Stokes	
YES	YES	YES	ABSENT	ABSENT	ABSENT	

The meeting was adjourned at 11:59 a.m.

Minutes taken by Stephanie Irvin, Deputy Director

Minutes reviewed by Tracy Crooks, WGRLS Regional Board Secretary