



## West Georgia Regional Library System Board of Trustees Meeting

### MINUTES

**May 26, 2020 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 Denney Rogers, Chairman.

Trustees in attendance (county in parenthesis):

- Denney Rogers (Heard County) - Board Chairman
- Denise Askin (Carroll County) - Vice Chairman
- Beth Hammond (Heard County) - Secretary
- Jenna Barton (Paulding County)
- Katie Henry (Douglas County)
- Keri Perkins (Haralson County)
- Mike McPherson (Carroll County)
- Karen Tarpley (Haralson County)
- Tim Grizzard (Carroll County)
- Urshla Fouch (Douglas County)

Staff in attendance:

- Jeremy Snell, WGRLS Director
- Stephanie Irvin, WGRLS Deputy Director
- Cherry Waddell, WGRLS Business Manager

Also in attendance:

- Amanda Wilkson, Auditor, BatesCarter

Absent:

- Elaine Stokes (Paulding County)
- Pat Rakestraw (Paulding County)
- Shannon Bentley (Douglas County)

## **APPROVAL OF AGENDA**

- **Motion to Approve Agenda - Grizzard; Second - Askin; No Discussion; MOTION APPROVED: Vote 9-0.**

<b>Hammond</b>	<b>Askin</b>	<b>Bentley</b>	<b>Barton</b>	<b>Henry</b>	<b>Perkins</b>
<b>YES</b>	<b>YES</b>	<b>ABSENT</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>

<b>McPherson</b>	<b>Fouch</b>	<b>Grizzard</b>	<b>Rakestraw</b>	<b>Stokes</b>	<b>Tarpley</b>
<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>ABSENT</b>	<b>ABSENT</b>	<b>YES</b>

## **APPROVAL OF MINUTES**

- **Motion to Approve Minutes from January 28, 2020, Meeting - Askin; Second - Perkins; No Discussion; MOTION APPROVED: Vote 9-0.**

<b>Hammond</b>	<b>Askin</b>	<b>Bentley</b>	<b>Barton</b>	<b>Henry</b>	<b>Perkins</b>
<b>YES</b>	<b>YES</b>	<b>ABSENT</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>

<b>McPherson</b>	<b>Fouch</b>	<b>Grizzard</b>	<b>Rakestraw</b>	<b>Stokes</b>	<b>Tarpley</b>
<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>ABSENT</b>	<b>ABSENT</b>	<b>YES</b>

## **DIRECTOR'S REPORT**

- Mr. Snell advised schools in the service area closed on March 12th due to COVID-19. To remain in alignment with the decisions of the local school systems and recommended social distancing protocols, the centralized libraries were closed on March 13th. By the end of that week, most WGRLS libraries were closed. The libraries in Douglas County and the Warren P. Sewell Memorial Library in Bremen conducted curbside services, but by April all WGRLS locations were closed per the Governor's mandate. Library staff used this time for virtual training and morale meetings. The regional administration team assessed the situation daily.

- Virtual programming has been offered by libraries, as well as digital card access for potential patrons to have a means of getting digital content. PINES originally didn't allow patrons to sign up for digital access library cards online - the potential patron was required to apply in person. However, PINES has temporarily exempted this requirement during the COVID-19 closures. During this time, the WGRLS has had 255 patrons receive new cards on-line, and an additional 222 people who already had cards that were either expired or didn't know how to use their card for digital services have begun using their cards to access digital content. WGRLS has continued purchasing materials with a shift to e-content to meet this increased demand.

## **COMMITTEE REPORTS**

- **Executive Committee**
  - Mr. Snell presented the Board with the Pandemic Recovery of Services Plan. He explained the plan relies heavily on the Regent's Public Library Advisory Council (RPLAC) - a group of 12 public library directors in Georgia who advise the State Librarian on matters concerning library operations and policies - guideline documents and the federal COVID-19 task force's gating criteria. This plan can only be applied to the centralized libraries; however, many of the decentralized libraries are looking to the regional office for guidance. This plan has been shared with all libraries. On May 1st, 2020, the Executive Committee met and approved the initial Pandemic Recovery of Services Plan in order for the libraries to begin the reopening process.
  - As of today, 15 of 19 Library locations have contactless pickup. Last week, Heard County saw a small increase of new COVID-19 cases, so they're postponing opening until June 1st. On June 1st, Neva Lomason Memorial library plans to begin contactless pickup service. Neva Lomason will not fully open for at least four to five weeks since there are still construction related items to be addressed in the building. The temporary locations at the Log Cabin and at the Stallings Center won't reopen, allowing staff to move items from those locations into the new Rome Street location.
  - Mr. Snell thanked WGRLS staff, particularly the administration and managers, and the regional board for their patience as WGRLS makes plans to safely recover services.
  - Mr. Rogers commended administrative staff for abiding by state guidelines.
  - The Board was asked to approve the action taken by the Executive Committee on May 1, 2020, by reviewing and approving the minutes of said meeting.

**APPROVAL OF MINUTES FROM CALLED EXECUTIVE COMMITTEE MAY 1, 2020, MEETING**

**Motion to Approve Minutes - Tarpley; Second - Askin; No Discussion; MOTION APPROVED: Vote 9-0.**

<b>Hammond</b>	<b>Askin</b>	<b>Bentley</b>	<b>Barton</b>	<b>Henry</b>	<b>Perkins</b>
<b>YES</b>	<b>YES</b>	<b>ABSENT</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>

<b>McPherson</b>	<b>Fouch</b>	<b>Grizzard</b>	<b>Rakestraw</b>	<b>Stokes</b>	<b>Tarpley</b>
<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>ABSENT</b>	<b>ABSENT</b>	<b>YES</b>

● **FINANCE COMMITTEE**

- **Review of FY2019 Audit Report:** Ms. Hammond reported the finance committee met this morning prior to the Board meeting and reviewed the FY2019 WGRLS audit in detail with Amanda Wilkson with BatesCarter. Ms. Wilkson is going to present the highlights of the audit to the Board and answer any questions. It is noted that there is one area that the Board will need to take action on following Ms. Wilkson’s presentation. Ms. Wilkson then went over the draft of the FY2019 audit. Ms. Wilkson explained the state has extended due dates for completion of the audit due to the pandemic. In the future the audits will be completed closer to the year’s end. They expect the release of the final FY2019 audit in the next week or two, but do not expect any changes to what is being presented. It is noted that WGRLS increased their fund balance. However, expenditures were over budget by \$17,136. This is not much of a concern since WGRLS is able to meet this amount, but a budget adjustment for this amount is recommended. Ms. Wilkson noted the board can either vote on budget increases throughout the year or they can authorize the director to make adjustments up to a certain amount to be able to make certain changes including those for year-end purchases that may be required for balance at year end. If the additional funds are approved to be added to the FY19 budget, adjustments can be made prior to submission of the final audit report to reflect a balanced budget. There was only one finding in the audit and that was regarding internal controls specifically regarding reviewing monthly closing procedures properly and in a timely manner. The auditor is aware new and improved procedures have been implemented under the new director’s leadership. Mr. Snell will provide a written response to the

audit report, and he will make the necessary adjustments to the budget to create a balanced budget if the Board agrees with this recommendation.

**Motion from Finance Committee to Approve Draft FY2019 Audit as presented by BatesCarter with provision that \$17,136 will be added to the total budgeted for FY2019 to make total expenditures equal total revenues - Hammond; Second - Askin; No Discussion; MOTION APPROVED: Vote 9-0.**

<b>Hammond</b>	<b>Askin</b>	<b>Bentley</b>	<b>Barton</b>	<b>Henry</b>	<b>Perkins</b>
<b>YES</b>	<b>YES</b>	<b>ABSENT</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>

<b>McPherson</b>	<b>Fouch</b>	<b>Grizzard</b>	<b>Rakestraw</b>	<b>Stokes</b>	<b>Tarpley</b>
<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>ABSENT</b>	<b>ABSENT</b>	<b>YES</b>

- Review of FY2020 10 month financial statements:** Ms. Hammond advised the financial committee had also reviewed the financial statements for the first ten months of FY2020 in detail during their meeting. She asked Mr. Snell to provide an overview of the information contained in the statements. Mr. Snell advised the Board that there are many areas that will need adjusting due to COVID-19, and he will be preparing budget amendments as needed. He highlighted certain questionable areas and advised all areas had been addressed. All outstanding fees/debts have been invoiced. Mr. Snell advised WGRLS is transitioning to new accounting software which will have better capabilities than our old system. However, financial reports will look differently. Ms. Askin asked how long it will take to learn the new software. Mr. Snell advised Ms. Waddell and Ms. Irvin had attended training. He and Ms. Waddell will be attending a virtual training session. They have already begun importing some data in the new system. The target date is July 1st, to switch over to the new system.

**Motion from Finance Committee to approve first 10 months of FY2020 financial reports as presented - Hammond; Second - Grizzard; No discussion; MOTION APPROVED: Vote 9-0.**

<b>Hammond</b>	<b>Askin</b>	<b>Bentley</b>	<b>Barton</b>	<b>Henry</b>	<b>Perkins</b>
<b>YES</b>	<b>YES</b>	<b>ABSENT</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>

<b>McPherson</b>	<b>Fouch</b>	<b>Grizzard</b>	<b>Rakestraw</b>	<b>Stokes</b>	<b>Tarpley</b>
<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>ABSENT</b>	<b>ABSENT</b>	<b>YES</b>

- WGRLS FY2021 Draft Budget:** Ms. Hammond stated the finance committee had reviewed the draft budget in detail and asked Mr. Snell to present the information to the Board. Mr. Snell conveyed that it is expected that there will be an overall state budget cut of \$2.8 million budget to libraries, no state materials money is expected for FY2021. He was able to trim operations expenditures to make up for the difference without affecting any reduction in staff or cut in services. The adjustments include being able to use professional services less (less need for assistance with accounting related matters as staff have been trained and new software purchased, no large construction projects), hire a custodial position to be split between Neva Lomason library and the regional office instead of using a cleaning services, and cutting travel costs since meetings are moving online. The only personnel cut he is proposing is a small decrease in the director's salary. All library budgets are very similar to previous years' budgets.

**Motion from Finance Committee to approve draft FY2021 budget as presented - Hammond; Second-McPherson; No discussion; MOTION APPROVED: Vote 9-0.**

<b>Hammond</b>	<b>Askin</b>	<b>Bentley</b>	<b>Barton</b>	<b>Henry</b>	<b>Perkins</b>
<b>YES</b>	<b>YES</b>	<b>ABSENT</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>

<b>McPherson</b>	<b>Fouch</b>	<b>Grizzard</b>	<b>Rakestraw</b>	<b>Stokes</b>	<b>Tarpley</b>
<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>ABSENT</b>	<b>ABSENT</b>	<b>YES</b>

- FY2021 Director's Compensation:** Ms. Hammond, on behalf of the finance committee, explained that the board will need to make a formal adjustment to the director's salary based on Mr. Snell's request to reduce his salary to meet the FY2021 budget. The proposal would be for Mr. Snell's annual salary to be adjusted to \$80,000 state funds plus an additional \$20,000. The finance committee and the board commends Mr. Snell for his graciousness during this unusual time in the WGRLS and the world.

**Motion to adjust the director's annual salary to \$80,000 state funds and \$20,000 local maximum in order to allow for a balanced budget for FY2021.**

**Motion-Hammond; Second-McPherson; No discussion; MOTION APPROVED: Vote 9-0.**

<b>Hammond</b>	<b>Askin</b>	<b>Bentley</b>	<b>Barton</b>	<b>Henry</b>	<b>Perkins</b>
<b>YES</b>	<b>YES</b>	<b>ABSENT</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>

<b>McPherson</b>	<b>Fouch</b>	<b>Grizzard</b>	<b>Rakestraw</b>	<b>Stokes</b>	<b>Tarpley</b>
<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>ABSENT</b>	<b>ABSENT</b>	<b>YES</b>

- Budget Amendment 2020-10:** This amendment relates to additional state funds received for COVID-19 related expenses, and the reallocation of unspent professional services fees to cover expenditures related to the transition to the new accounting software program. It also covers adjustments for the purchase of additional cleaning supplies and PPE to facilitate the recovery of services plan. None of the changes resulted in a net overall change to the original proposed local budget. However, the additional funds from the state for COVID-19 related expenses have helped with the purchase of cleaning supplies and PPE without affecting the local budget.

**Motion from Finance Committee to approve Budget Amendment 2020-10 as presented - Hammond; Second - Tarpley; No discussion; MOTION APPROVED: Vote 9-0.**

<b>Hammond</b>	<b>Askin</b>	<b>Bentley</b>	<b>Barton</b>	<b>Henry</b>	<b>Perkins</b>
<b>YES</b>	<b>YES</b>	<b>ABSENT</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>

<b>McPherson</b>	<b>Fouch</b>	<b>Grizzard</b>	<b>Rakestraw</b>	<b>Stokes</b>	<b>Tarpley</b>
<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>ABSENT</b>	<b>ABSENT</b>	<b>YES</b>

**NEW BUSINESS**

- CONSIDERATION OF FINES AMNESTY THROUGH JUNE 13, 2020**

  - Fines amnesty is currently in place through the end of May. Mr. Snell asked if the board would consider extending the amnesty period through June 13th to align with the Governor's shelter in place for those within a high risk category. During this time, items would continue to be checked in through fines amnesty mode, meaning the item would have no late fines regardless of how long the item has

been checked out. Ms. Askin asked if it could be extended through the end of the June to allow for patrons to have more than a day following the expiration of the Governor's shelter in place order. Ms. Hammond stated she supported that the period of fine amnesty align with the Governor's shelter in place order.

**Motion to extend fines amnesty through June 13, 2020 - Hammond; Second - Tarpley; Discussion: Mr. Rogers noted the amnesty period has been extended several times, and that it may be necessary to do so again.; MOTION APPROVED: Vote 9-0.**

Hammond	Askin	Bentley	Barton	Henry	Perkins
YES	YES	ABSENT	YES	YES	YES

McPherson	Fouch	Grizzard	Rakestraw	Stokes	Tarpley
YES	YES	YES	ABSENT	ABSENT	YES

- **RENEWAL OF SIGNATURE AUTHORITY FOR FY2021**

- Mr. Snell stated the board is required to annually approve signature authority for WGRLS. Currently, the director has signatory authority for FY2020. As director, Mr. Snell is requesting that the Board approve him as signature authority for FY2021.

**Motion to approve Mr. Jeremy Snell, Director, as signatory authority for WGRLS for FY2021 - Hammond; Second - Henry; No Discussion; MOTION APPROVED: Vote 9-0.**

Hammond	Askin	Bentley	Barton	Henry	Perkins
YES	YES	ABSENT	YES	YES	YES

McPherson	Fouch	Grizzard	Rakestraw	Stokes	Tarpley
YES	YES	YES	ABSENT	ABSENT	YES



## **ADJOURNMENT**

**Motion to adjourn -Tarpley; Second - Henry; No Discussion; MOTION APPROVED:  
Vote 9-0.**

<b>Hammond</b>	<b>Askin</b>	<b>Bentley</b>	<b>Barton</b>	<b>Henry</b>	<b>Perkins</b>
<b>YES</b>	<b>YES</b>	<b>ABSENT</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>

<b>McPherson</b>	<b>Fouch</b>	<b>Grizzard</b>	<b>Rakestraw</b>	<b>Stokes</b>	<b>Tarpley</b>
<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>ABSENT</b>	<b>ABSENT</b>	<b>YES</b>

**The meeting was adjourned at 11:14 a.m.**

**Minutes taken by Stephanie Irvin, Deputy Director**

**Minutes reviewed by Beth Hammond, Secretary**