



## West Georgia Regional Library System Board of Trustees Meeting

### MINUTES

**November 17, 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 10:02 a.m. by Denise Askin, Chairman.

#### **Pledge of Allegiance**

Trustees in attendance (county in parenthesis):

- Denise Askin (Carroll County) - Chairman
- Tracy Crooks (Douglas County) - Secretary
- Beth Hammond (Heard County)
- Denney Rogers (Heard County)
- Keri Perkins (Haralson County)
- Mike McPherson (Carroll County)
- Pat Rakestraw (Paulding County)
- Elaine Stokes (Paulding County)
- Urshla Fouch (Douglas County)

Staff in attendance:

- Stephanie Irvin, WGRLS Interim Director
- Justin Nobles, WGRLS Assistant Director of Technology
- Cherry Waddell, WGRLS Business Manager

Absent:

- Karen Tarpley (Haralson County)
- Shannon Bentley (Douglas County)
- Tim Grizzard (Carroll County)
- Jenna Barton (Paulding County)

#### **APPROVAL OF AGENDA**

**Motion to Approve Amended Agenda - Fouch; Second - Rogers; No Discussion;  
MOTION APPROVED: Vote 8-0.**

<b>Askin</b>	<b>Crooks</b>	<b>Rogers</b>	<b>Hammond</b>	<b>Stokes</b>	<b>Barton</b>	<b>Perkins</b>
<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>ABSENT</b>	<b>YES</b>

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

## **APPROVAL OF MINUTES**

**Approval of minutes from September 22, 2020 regular meeting tabled until the next meeting.**

## **INTERIM DIRECTOR’S REPORT**

Ms. Irvin gave a brief finance update. Administration is getting the documents together to submit to the auditor in preparation for the system’s annual audit. There are no finance reports to give due to the software change from Blackbaud to MIP. Once the data from the last fiscal year is migrated over to the new system, library Administration will be able to run reports.

## **COMMITTEE REPORTS**

**Finance Committee** - no report given

### **Policy Committee**

- The Exhibits Policy was tabled until the next meeting.
- Ms. Irvin shared the Teleworking Policy, which is a subsection to the Personnel Policy for the board’s first reading. Ms. Irvin gave a brief explanation of what the policy is and the purpose of proposing it to the board for approval. Library Administration had been considering a Teleworking Policy even prior to COVID. The option would be available to regional administrative staff in positions whose job responsibilities allow for them to be able to work from home. COVID demonstrated that team members are fully capable of working from home as they did during the shelter-in-place. The Teleworking Policy will allow for team members to work from home at least one day a week with the approval of the Director. The policy outlines staff and Regional Office expectations with regards to working from home. Ms. Askin asked Ms. Irvin to clarify number 6 under Eligibility: “The employee must reside in the geographic area of their

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regular work location.” This was mainly included so that there was not an expectation of someone who was hired for a permanent, remote-only position. The regional office does not currently have positions that are only remote so Ms. Irvin indicated that this is potentially redundant. The board agreed to leave it in the policy because it does clarify that the office does not have positions that are remote-only. There was some discussion on situations where staff may not be physically at their home on their teleworking days and it was agreed that they can still perform their job remotely, even if it may not be at their primary residence. Ms. Irvin indicated that the expectations of team members while they are teleworking are addressed in the document. Ms. Hammond asked for clarification regarding number 2 under Eligibility: “Staff must have been an employee for at least a month prior to beginning teleworking”. Ms. Hammond asked if one month is long enough to demonstrate the ability to do one’s job to earn the privilege of teleworking. Ms. Irvin clarified that while the employee may not be completely trained in their job in one month, they have gotten past many of the significant things that need to be done in-person. Within the first month they have met the team and are aware of the day-to-day flow enough to be able to begin teleworking into their normal workflow. They will still be evaluated and it will still be a part of their performance review, just like all other staff. The board agreed with the clarifications. Ms. Crooks indicated that teleworking days should not be considered as an “extra” day of scheduled vacations and that number 7 under Eligibility: “The teleworker must maintain positive performance reviews” helps to keep this abuse from happening. Ms. Askin commented that this policy review is timely given the possible surge from COVID-19.

**There was no further discussion on the Teleworking Policy. No changes were recommended by the board. No vote was necessary for tabling the policy, since it is a part of the procedure for policy approval.**

- Ms. Irvin shared the updates the internal policy committee made in response to suggestions from the regional board to the Code of Conduct Policy, which language regarding a permanent ban of a patron and a right of appeal. This is the second reading. Ms. Fouch asked if persons can be banned from a library since it is a public place. Ms. Irvin responded in the affirmative and that it takes a lot to ban a patron. Ms. Fouch asked about how staff are notified if a patron is permanently banned from WGRLS libraries, even if they are not using PINES. Ms. Irvin explained that all libraries will be notified if a patron is barred from services via an email message and Manager’s meetings.

**Motion to approve Code of Conduct Policy - New - McPherson; Second - Hammond; No Discussion. MOTION APPROVED: Vote 8-0**

Askin	Crooks	Rogers	Hammond	Stokes	Barton	Perkins
YES	YES	YES	YES	YES	ABSENT	YES

McPherson	Rakestraw	Bentley	Fouch	Tarpley	Grizzard
YES	YES	ABSENT	YES	ABSENT	ABSENT

- Ms. Irvin indicated that the board did not make any changes from the first reading of the Staff Development Policy. This is the second reading. There was no discussion by the board.

**Motion to approve Staff Development Policy - Revision - Rogers; Second - Hammond; No Discussion. MOTION APPROVED: Vote 8-0**

<b>Askin</b>	<b>Crooks</b>	<b>Rogers</b>	<b>Hammond</b>	<b>Stokes</b>	<b>Barton</b>	<b>Perkins</b>
<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>ABSENT</b>	<b>YES</b>

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

o **OLD BUSINESS**

**MOVE INTO EXECUTIVE SESSION**

The board moved into executive session at 10:29 a.m..

**Motion to approve move into executive session - McPherson ; Second – Rogers; No Discussion. MOTION APPROVED: Vote 8-0.**

<b>Askin</b>	<b>Crooks</b>	<b>Rogers</b>	<b>Hammond</b>	<b>Stokes</b>	<b>Barton</b>	<b>Perkins</b>
<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>ABSENT</b>	<b>YES</b>

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

**Motion to return to regular session - Fouch; Second – Rogers; No Discussion. MOTION APPROVED: Vote 8-0.**

<b>Askin</b>	<b>Crooks</b>	<b>Rogers</b>	<b>Hammond</b>	<b>Stokes</b>	<b>Barton</b>	<b>Perkins</b>
<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>ABSENT</b>	<b>YES</b>

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

o **NEW BUSINESS**

- Ms. Askin announced that the regional board has selected Mr. Stephen Houser as the sole candidate for the next Director. She explained that they will have to wait 14 days to officially vote on Mr. Houser’s appointment. They will officially vote on Mr. Houser’s appointment at a called meeting on December 1, 2020 at 10:00 a.m.
- The board discussed the the Regional Board Meeting Schedule for 2021

**Motion to hold meetings on the 4th Tuesday of every other month, but for it to be moved to the 3rd Tuesday if it coincides with a holiday. - Rogers; Second – Fouch; No Discussion. MOTION APPROVED: Vote 8-0.**

<b>Askin</b>	<b>Crooks</b>	<b>Rogers</b>	<b>Hammond</b>	<b>Stokes</b>	<b>Barton</b>	<b>Perkins</b>
<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>ABSENT</b>	<b>YES</b>

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

- Ms. Irvin presented the Regional Library Holiday Closures for 2021. She noted that there hadn’t been any holidays added or removed from the calendar from the 2020 closure calendar.

**Motion to approve the Regional Library Holiday Closures for 2021. - Hammond; Second – Fouch; No Discussion. MOTION APPROVED: Vote 8-0.**

<b>Askin</b>	<b>Crooks</b>	<b>Rogers</b>	<b>Hammond</b>	<b>Stokes</b>	<b>Barton</b>	<b>Perkins</b>
<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>ABSENT</b>	<b>YES</b>

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

**Ms. Askin announced that the next called board meeting is scheduled for Tuesday, December 1 at 10:00 am.**

**Motion to adjourn - Fouch; Second - Rogers; No Discussion. MOTION APPROVED: Vote 8-0.**

<b>Askin</b>	<b>Crooks</b>	<b>Rogers</b>	<b>Hammond</b>	<b>Stokes</b>	<b>Barton</b>	<b>Perkins</b>
<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>ABSENT</b>	<b>YES</b>

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

Minutes taken by Justin Nobles, Assistant Director of Technology

Reviewed by WGRLS Regional Board Secretary Tracy Crooks