



West Georgia Regional Library System Board of Trustees Regular Meeting

MINUTES

November 19, 2019 at 10:00 a.m.
WGRLS Administration Building - Conference Room
124 W. Chandler St. // Carrollton, GA 30117

The meeting was called to order at 10:05 a.m. by Denney Rogers, Chairman.

Trustees in attendance (county in parenthesis):

- Denney Rogers, Chair (Heard County)
- Denise Askin, Vice-Chair (Carroll County)
- Beth Hammond, Secretary (Heard County)
- Mike McPherson (Carroll County)
- Keri Perkins (Haralson County)
- Karen Tarpley (Haralson County)
- Elaine Stokes (Paulding County)
- Shannon Bentley (Douglas County)

Trustees absent:

- Jenna Barton (Paulding County)
- Pat Rakestraw (Paulding County)
- Tim Grizzard (Carroll County)

Staff in attendance:

- Jeremy Snell, WGRLS Director
- Cherry Waddell, WGRLS Business Manager
- Stephanie Irvin, WGRLS Asst. Director for Library Services

Pledge of Allegiance

- Mr. Jeremy Snell led the Pledge of Allegiance.

Public Comments (please limit to 2 minutes)

- No comments

Approval of September Meeting Minutes

APPROVED as one item. Motion to Approve Minutes-Tarpley; Second-Askin; Vote 8-0.

Rogers	Hammond	Askin	McPherson	Bentley
YES	YES	YES	YES	YES

Perkins	Tarpley	Barton	Rakestraw	Stokes
YES	YES	Absent	Absent	YES

Grizzard
Absent

Approval of Agenda as Amended:

- The agenda was amended by Chairman Rogers to include an “Executive Session” following “Committee Reports.”

APPROVED as one item. Motion to Approve Amended Agenda as Presented - Hammond; Second - Perkins; Vote 8-0.

Rogers	Hammond	Askin	McPherson	Bentley
YES	YES	YES	YES	YES

Perkins	Tarpley	Barton	Rakestraw	Stokes
YES	YES	Absent	Absent	YES

Grizzard
Absent

Director's Report

- Mr. Jeremy Snell updated the Board on the following regional personnel changes: Ms. Stephanie Irvin has been chosen as the Deputy Director. Ms. Kristi Green has been named as Materials Manager to replace Mr. Britt Ozburn, who had previously resigned. The regional office still has one certified position that remains open.
- Mr. Snell gave the following library statistics for the first four months of FY2020:
 - (1) A total of 405,643 items (177,720 children's materials) were checked out from our region's libraries, 50,797 item holds for patrons were received, and 38,228 WGRLS patrons have checked out items.
 - (2). WGRLS Libraries hosted 1,542 free programs, with over 27,433 in attendance. Children's programs were the most popular, followed by Families, Adult, and then Teen programming.
 - (3). There were 46,238 computer sessions at WGRLS Libraries, with 4,050 sessions utilizing AWE computers, and wireless internet in the Libraries totaled 66,016 connections.
- Mr. Snell stated that the summer reading program, A Universe of Stories, was a huge success. There were a total of 14,721 children registered (an approximate 6,000 increase from last year) with Paulding County schools having the largest increase in registered schools. The children read a total of 19,773 books over a six week period. WGRLS libraries provided a total of 504 free programs. Staff have already begun preparations for next years' summer reading program. Mr. Snell wants to look for more qualitative stories and search out what it really means to people.
- Mr. Snell provided an update to the Neva Lomason Library renovation project. RA-LIN has estimated completion of construction as soon as mid-January. Mr. Snell provided a picture of the Rome Street entrance to the library. He is estimating the actual opening to be late-March to early-April since shelving and furniture cannot be delivered and set-up until construction is complete. Mr. Snell also provided some pictures and specs on design of the renovated library. He reminded the Board that the funding for the renovations is being overseen by the Construction Committee appointed by the Regional Board of Trustees, and the overall project had been in two phases - the construction of the new Regional Office and the renovations of the Neva Lomason building. The Regional Office construction is currently \$83,000 under budget with very little left to finish before this part of the project is complete. Therefore, the majority of these funds could be moved to

the Neva Lomason renovation project which was currently running over budget at about \$41,000. Thus, we are currently showing a surplus budget of \$33,000 for both projects.

- Mr. Snell stated he plans to start a review of all of the WGRLS policies and procedures. There has been no systematic review system in place, and he plans to institute this practice. He would like for the policy committee to begin reviewing the policies and procedures within the next three to four weeks. If changes need to be made, the staff and/or committee will make changes and present to the Board of Trustees at the next Board meeting. The Board will then review the policy changes until the next Board of Trustees meeting at which time they will be presented for a full vote. Then there will be a review of policies and procedures every three years.
- Mr. Snell also stated that he plans to have staff review the Mission statement of the WGRLS with plans to revise in FY2021. Initial plans are to also request input from WGRLS team members and the public, and begin an annual community survey during the summer.
- Mr. Snell stated the financial audit earlier this month went very well. He hopes to receive the auditor's draft report by the end of the calendar year. The one finding was there should be more layers of internal control which is difficult for smaller libraries. He is continually working on ways this can be accomplished. Beginning in January 2020, the financial committee will receive copies of the bank statements for review as one step toward an additional layer of internal control.
- Based on a recommendation from Ms. Askin, Mr. Snell stated he would have staff look into technology as a cost savings means to distribute paperwork to the Board of Trustees as opposed to printing packets prior to each meeting.

Committee Reports

- Finance Committee
 - Ms. Beth Hammond stated that the Finance Committee met before the Regional Board meeting and reviewed the financial statements for the first four months (July through October) of FY2020. Ms. Hammond stated that Mr. Snell had also presented two budget amendments for FY2020 with the first being a reduction to the amount of state materials funds available based on a reduction in state funding. Mr. Snell is hopeful that public libraries may be exempt from the state funding cuts at some point, but for the present, the state monies are being withheld. This reduction in state funds will be absorbed by a reduction in spending on the local level. The other amendment is in regard to moving the fiber

optic cable at Neva Lomason due to construction. Mr. Snell is requesting to pay for this cost, \$8,071.26, out of Neva Lomason’s fund balance to help offset construction costs at this time. This cost was not anticipated prior to construction, but is essential for technological purposes based on the new design. The regional office was also aware that when we changed internet providers that the cable would have to be moved in the future and we would be required to pay the cost to move the cable. Essentially, funds allocated for the regional office which ran slightly under budget are still available for use at the Neva Lomason project since these two projects fell under one umbrella.

- Mr. Snell briefly reviewed the Financial Reports and the proposed amendments with the Regional Board.

APPROVED. Motion to Approve to Approve the FY2020 (July through October) Financial Statements as presented - Hammond; Second - Askin: Vote 8-0.

Rogers	Hammond	Askin	McPherson	Bentley
YES	YES	YES	YES	YES

Perkins	Tarpley	Barton	Rakestraw	Stokes
YES	YES	Absent	Absent	YES

Grizzard
Absent

APPROVED. Motion to Approve Budget Amendments regarding reduction in State Materials funding and Payment for Moving Fiber Optic Cable at Neva Lomason as Presented- Hammond; Second-Stokes: Vote 8-0.

Rogers	Hammond	Askin	McPherson	Bentley
YES	YES	YES	YES	YES

Perkins	Tarpley	Barton	Rakestraw	Stokes
YES	YES	Absent	Absent	YES

Grizzard

Absent

- Mrs. Hammond then stated that the committee had discussed the cost of shared services for regional services for branch libraries for FY2021. Mr. Snell had been asked to provide some alternative scenarios if the shared services amount were to be reduced and/or per capita fee increased. It has been the opinion of many that perhaps this would be a more equitable way to share the cost for the rural libraries. The committee is proposing to reduce the shared services to a \$5000.00 flat fee per branch library and include a \$.28 per capita fee beginning in FY 2021.
- Mr. Snell gave more in-depth information on this proposal to include chart comparisons and impacts on regional funds. Mr. Snell confirmed that the financial committee’s proposal is a workable solution for the regional office.
- Mr. Denney Rogers asked for a second based on the motion from the Finance Committee to reduce the shared services to a \$5000.00 per branch library flat fee and include a \$.28 per capita fee beginning in FY 2021.

APPROVED as one item- Motion to approve reduction in shared services fee with increase in per capita fee as presented- Hammond; Second Askin; Vote 8-0.

Rogers	Hammond	Askin	McPherson	Bentley
YES	YES	YES	YES	YES

Perkins	Tarpley	Barton	Rakestraw	Stokes
YES	YES	Absent	Absent	YES

Grizzard
Absent

Executive Session:

- Upon request of Chairman Rogers, at 11:05 a.m., the Board voted to enter into executive session to discuss personnel matters.

APPROVED as one item - Motion to enter into executive session approved. Motion - Askins; Second - Perkins; Vote 8-0.

Rogers	Hammond	Askin	McPherson	Bentley
YES	YES	YES	YES	YES

Perkins	Tarpley	Barton	Rakestraw	Stokes
YES	YES	Absent	Absent	YES

Grizzard
Absent

- The Board entered into executive session. No action was taken.
- At 11:18 a.m. the Board returned to regular session. Chairman Rogers signed the proper affidavit.

APPROVED as one item - Motion to re-enter regular session made by Bentley. Second by McPherson. APPROVED. Vote 8-0.

Rogers	Hammond	Askin	McPherson	Bentley
YES	YES	YES	YES	YES

Perkins	Tarpley	Barton	Rakestraw	Stokes
YES	YES	Absent	Absent	YES

Grizzard
Absent

- Chairman Rogers advised that Mr. Jeremy Snell was appointed Director of WGRLS effective September 24, 2019; however, the Board did not allocate any additional local salary supplements to the position as had been provided to past directors. Chairman Rogers asked for a motion regarding additional local salary supplements for Mr. Snell.
- **Ms. Askin made a motion that Mr. Snell be granted a \$22,000 annual local supplement retroactive to his September 24, 2019, appointment as Director. Second: McPherson.** There was no discussion. **MOTION APPROVED. Vote 8-0.**

Rogers	Hammond	Askin	McPherson	Bentley
YES	YES	YES	YES	Yes

Perkins	Tarpley	Barton	Rakestraw	Stokes
YES	YES	Absent	Absent	YES

Grizzard
Absent

Old Business

- Election of Officers
 - Mr. Denney Rogers reported that the Officer Nominating Committee (Ms. Denise Askin, Chairman, Ms. Pat Rakestraw and Ms. Karen Tarpley) had met.
 - Ms. Askin advised that the Nominating Committee is presenting the following slate of officers: Chairman - Mr. Denney Rogers; Vice-Chairman - Ms. Denise Askin, and Secretary - Ms. Beth Hammond.

Ms. Askin made a motion that the Board accept the Nominating Committee’s proposed selection of officers for this year. Second by Perkins. There was no discussion. Motion APPROVED. Vote 8-0.

Rogers	Hammond	Askin	McPherson	Bentley
YES	YES	YES	YES	YES

Perkins	Tarpley	Barton	Rakestraw	Stokes
YES	YES	Absent	Absent	YES

Grizzard
Absent

New Business

- Mr. Snell presented the Board with the proposed holiday schedule for the 2020 calendar year. This is only for the regional office staff. It does not affect those libraries that have their own posted schedules or those set by their individual municipalities. He did mention that there are a couple of libraries that do follow regional closings.

APPROVED as one item- Motion to approve proposed 2020 holiday calendar for WGRLS regional office - Tarpley; Second - Stokes; Vote 8-0.

Adjournment

- Mr. Denney Rogers asked for a motion to adjourn.

APPROVED as one item. Motion - Askin; Second - Bentley; Vote 8-0.

Rogers	Hammond	Askin	McPherson	Bentley
YES	YES	YES	YES	Yes

Perkins	Tarpley	Barton	Rakestraw	Stokes
YES	YES	Absent	Absent	YES

Grizzard
Absent

The meeting was adjourned at 11:45 a.m.

**Next meeting: January 28, 2020, at WGRLS Regional Office
9 a.m. Finance Committee // 10 a.m. Full Board**

Minutes taken by Beth Hammond, Secretary.