



West Georgia Regional Library System Board of Trustees Regular Meeting

MINUTES

September 24, 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 10:15 a.m. by Denney Rogers, Chair.

Trustees in attendance (county in parenthesis):

- Denney Rogers, Chair (Heard County)
- Beth Hammond, Secretary (Heard County)
- Denise Askin (Carroll County)
- Mike McPherson (Carroll County)
- Keri Perkins (Haralson County)
- Karen Tarpley (Haralson County)
- Jenna Barton (Paulding County)
- Pat Rakestraw (Paulding County)
- Elaine Stokes (Paulding County)

Trustees absent:

- Shannon Bentley (Douglas County)

Staff in attendance:

- Jeremy Snell, WGRLS Director
- Cherry Waddell, WGRLS Business Manager
- Stephanie Irvin, WGRLS Asst. Director of Library Services
- Britton Ozburn, WGRLS Asst. Director of Materials Management

Guests present:

- Jim Cooper (Former WGRLS Director)
- Pat Johnson (Warren P. Sewell Mem. Library of Bremen)
- Lisa Walton-Cagle (Manager, Warren P. Sewell Mem. Library of Bremen)

Pledge of Allegiance

- Mr. Jim Cooper led the Pledge of Allegiance.

Public Comments (please limit to 2 minutes)

- No comments

Approval of July Meeting Minutes

APPROVED as one item. Motion to Approve Minutes-Askin; Second-Tarpley; Vote 9-0.

Rogers	Hammond	Askin	McPherson	Bentley
YES	YES	YES	YES	Absent

Perkins	Tarpley	Barton	Rakestraw	Stokes
YES	YES	YES	YES	YES

Approval of Agenda as Presented

APPROVED as one item. Motion to Approve Agenda as Presented-Barton; Second-Askin; Vote 9-0.

Rogers	Hammond	Askin	McPherson	Bentley
YES	YES	YES	YES	Absent

Perkins	Tarpley	Barton	Rakestraw	Stokes
YES	YES	YES	YES	YES

Acting Director's Report

- Mr. Jeremy Snell updated the Board with library statistics for the first two months of FY2020. A total of 206,824 items were checked out from our region's libraries, 18,474 item holds for patrons were fulfilled, and 39,358 WGRS patrons who have checked out

items. Children's items comprised 90,631 items checked out so far in FY2020. WGRSL Libraries hosted 713 free programs, with over 12,000 in attendance. Children's programs were the most popular, followed by Adult, and then Teen programming. Ms. Denise Askin asked how programs are considered "Family" versus "Children's" programs. Mr. Snell stated that Family programs aim to serve patrons of all ages, such as a Pixar movie showing. For technology statistics, Mr. Snell shared that there were 17,625 computer sessions at WGRSL Libraries, with almost 1,000 sessions utilizing AWE computers, which are used for early literacy skills. Wireless Internet in the Libraries totalled 21,523 connections. WGRSL is working with the Internet provider, Sync Global, about tracking total Internet bandwidth usage as well. Ms. Askin asked to clarify that the 17,625 computer sessions were counted equally regardless of time spent on the computer each session, which Mr. Snell affirmed. Mr. Snell also stated that all 19 WGRSL Libraries cannot report time spent on computers uniformly, as some Libraries cannot track this information.

- Mr. Snell shared that the two items required to be submitted to the State of Georgia for continued State funding have been submitted: the Annual Report and the final report for how State money was spent the previous fiscal year. This year, the Annual Report was completed by Ms. Stephanie Irvin, WGRSL Assistant Director for Library Services. From the Annual Report, Mr. Snell highlighted the total funding for each of the five counties in WGRSL, totalling \$6.4 million, or 13.9 cents per capita. The Regional Office manages about \$2.7 million of this total. WGRSL Libraries were open 44,842 hours during FY2019, hosted 1,707 meetings and over 4,000 uses of the 14 study rooms systemwide. WGRSL Libraries currently hold 185,426 square feet of space.
- Mr. Snell shared updated pictures of the Neva Lomason Library renovation. Dry walls should be installed soon, while electrical and plumbing rough work have been completed, along with HVAC and roof work. RA-LIN has estimated completion as soon as the Christmas Holiday in December. Ms. Askin asked how long the move into the completed building is estimated to last. Mr. Snell said that they estimate about four to six weeks, including the installation of shelving and moving in the collection. Ms. Askin asked if volunteer help for moving into the renovated building would be needed, to which Mr. Snell welcomed the idea, especially since the Neva Lomason Library Manager, Rachel Linn, did not want to close the temporary locations during the move. Mr. Snell also stated that Bremen Library will be receiving MR&R money from the State for window repair, and Douglas County Library will receive funds for public restroom renovations. Centralhatchee Library will be submitting an application for funds to expand by adding a meeting room. Total funds will be around \$300,000. Douglas County Board of Commissioners has just approved an application for \$2 million for a new library and

inclusion in the next SPLOST. The library is planned for the area along Anneewakee Road.

- Staff Development Day will be held on October 14, 2019 at the Carrollton Center for the Arts. This is the one day a year that the more than 120 employees of WGRLS come together for training. Trustees are invited to come by and see what the staff is learning. Ms. Stephanie Irvin explained the breadth of training opportunities for the staff, both frontline and managerial. The sessions will include panel discussions composed of staff from across the Region. The day will also include news updates from the Regional Office. Mr. Snell stated that it was determined that breakout sessions would be more suitable due to the diversity of job rolls that will be represented. Ms. Denise Askin asked if the Libraries would still be open. Mr. Snell said the Libraries will be closed. Ms. Keri Perkins asked what time Staff Development Day would begin. Mr. Snell stated that it will begin at 9:00am, and wrap up by 3:30pm. Ms. Irvin explained that the Columbus Day Holiday was chosen so as to minimize public inconvenience, and Ms. Beth Hammond stated that the Regional Board had passed a resolution in 2017 allowing the Libraries to close on Columbus Day for Staff Development Day.
- Mr. Snell shared that WGRLS will be receiving around \$96,000 in LibTech funds from the State for technology for public use. Almost \$38,000 of these funds are to be used for equipment for Census use. Mr. Justin Nobles, WGRLS Assistant Director for Technology, is meeting with Library Managers to determine technology needs.
- Mr. Britt Ozburn, WGRLS Assistant Director of Materials Management, and Ms. Teresa Jones, Assistant Director of Childrens and Extension Services, attended PINES training for Advanced Billing. Mr. Justin Nobles will be attending the Georgia Libraries Technology Conference in November. Mr. Nobles and Mr. Snell will be attending the Georgia Libraries Conference in Macon in October. Ms. Donna McDougale, WGRLS Human Resources Manager, attended the State Health Benefits Conference at Jekyll Island. The part-time position at Whitesburg Library will soon be advertised internally for three business days, followed by an external posting. Mr. Britt Ozburn has resigned his position as Assistant Director of Materials Management, effective at the end of October, for a similar position at Sara Hightower Regional Library in Rome. This position will also be advertised within the next week, and should take a couple of months to fill.

Committee Reports

- Finance Committee
 - Ms. Beth Hammond stated that the Finance Committee met before the Regional Board meeting and reviewed the FY2019 Financial Reports.
 - Mr. Snell briefly reviewed the Financial Reports with the Regional Board.
 - Mr. Denney Rogers asked for a second based on the motion from the Finance Committee to approve the FY2019 (July 2018 to June 2019) Financial Statements as presented

APPROVED as one item. Motion to Approve to Approve the FY2019 Financial Statements as Presented- Hammond; Second-Stokes: Vote 9-0.

Rogers	Hammond	Askin	McPherson	Bentley
YES	YES	YES	YES	Absent

Perkins	Tarpley	Barton	Rakestraw	Stokes
YES	YES	YES	YES	YES

- Mr. Snell reviewed the FY2020 Financial Statements for July and August 2019.
- Mr. Rogers asked for a second to accept the FY2020 Financial Statements through August 31 as presented, after a motion from the Finance Committee.

APPROVED as one item- Motion to accept Financial Statements FY 2020 through Aug. 31 as presented- Hammond; Second; Askin: Vote 9-0.

Rogers	Hammond	Askin	McPherson	Bentley
YES	YES	YES	YES	Absent

Perkins	Tarpley	Barton	Rakestraw	Stokes
YES	YES	YES	YES	YES

- Personnel Committee
 - No update

- Policy Committee
 - No update

Old Business

- Mr. Denney Rogers reported that the Officer Nominating Committee for the previous year had met. They had made a recommendation for the Officers for the current year. However, their recommendation for Vice-Chairman resigned from the Board just prior to the first meeting of the current year. Their recommendations for Chairman were for Chairman Rogers to remain as Chairman and for Beth Hammond to remain as Secretary. Therefore, Chairman Rogers and Secretary Hammond had continued in their positions pending Board approval once all positions could be filled. None of the members of the original Officer Nominating Committee remain on the Regional Board, so a new Committee is needed to nominate officers for the Regional Board. Ms. Denise Askin, Ms. Pat Rakestraw and Ms. Karen Tarpley volunteered to be on this Committee. This committee will meet with Mr. Snell for guidance, and present a recommendation for officers at the next meeting. The Board will then vote on the issue.
- Mr. Jeremy Snell stated that two Regional Board seats are still vacant from Douglas County, and one from Carroll County.
- Mr. Rogers asked any Regional Board members interested in serving on the Personnel or Policy Committees to let Jeremy know, so that appointments to these committees can be made prior to the next Regional Board meeting.

New Business

- Mr. Snell stated that all Regional property valued at more than \$250 must be inventoried, and that disposal of inventoried property requires Board approval to be deaccessioned. A list of items to be deaccessioned was provided to all Board members. Mr. Mike McPherson asked what would happen to the items after deaccessioning. Mr. Snell said that they would be recycled when possible.
 - Mr. Rogers asked for a motion to approve the deaccession of the items listed.

**APPROVED as one item- Motion to approve technology deaccession-Askin;
Second-McPherson; Vote 9-0.**

Rogers	Hammond	Askin	McPherson	Bentley
YES	YES	YES	YES	Absent

Perkins	Tarpley	Barton	Rakestraw	Stokes
YES	YES	YES	YES	YES

- Mr. Snell reported that the Regional Board must approve the financial bonding of cash handling by Regional staff on an annual basis. It was determined that up to \$10,000 should be bonded.
 - Mr. Snell asked for a motion to approve the financial bond.

**APPROVED as one item- Motion to approve financial bonding-Askin;
Second-Tarpley; Vote 9-0.**

Rogers	Hammond	Askin	McPherson	Bentley
YES	YES	YES	YES	Absent

Perkins	Tarpley	Barton	Rakestraw	Stokes
YES	YES	YES	YES	YES

- At 11:11 a.m., Mr. Denney Rogers asked for a motion to enter into Executive Session to discuss personnel matters.

**APPROVED as one item- Motion to enter Executive Session-McPherson;
Second-Tarpley; Vote 9-0.**

Rogers	Hammond	Askin	McPherson	Bentley
YES	YES	YES	YES	Absent

Perkins	Tarpley	Barton	Rakestraw	Stokes
YES	YES	YES	YES	YES

The Board entered into executive session. No action was taken. At 11:18 a.m. the Board returned to regular session.

Motion to Return to Regular Meeting

APPROVED as one item. Motion-Barton; Second-Perkins; Vote 9-0.

Rogers	Hammond	Askin	McPherson	Bentley
YES	YES	YES	YES	Absent

Perkins	Tarpley	Barton	Rakestraw	Stokes
YES	YES	YES	YES	YES

- Mr. Rogers stated that after accepting Ms. Jessica Everingham’s resignation as Director, the initial plan was to appoint Mr. Jeremy Snell as Acting Director, and then appoint a permanent Director after the Neva Lomason Library renovation was completed. The Board has since learned from the Georgia Public Library Service that a Director can be appointed at any time by the Board without a formal interview process. Mr. Rogers asked for a motion regarding the Acting Director status of Mr. Snell.
 - Ms. Denise Askin made a motion to appoint Mr. Jeremy Snell as Director of WGRLS.

APPROVED as one item. Motion-Askin; Second-Tarpley; Vote 9-0.

Rogers	Hammond	Askin	McPherson	Bentley
YES	YES	YES	YES	Absent

Perkins	Tarpley	Barton	Rakestraw	Stokes
YES	YES	YES	YES	YES

Adjournment

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

APPROVED as one item. Motion-Tarpley; Second-Perkins; Vote 9-0.

Rogers	Hammond	Askin	McPherson	Bentley
YES	YES	YES	YES	Absent

Perkins	Tarpley	Barton	Rakestraw	Stokes
YES	YES	YES	YES	YES

The meeting was adjourned at 11:21 a.m.

**Next meeting: November 26, 2019 at WGRLS Administrative Building
9 a.m. Finance Committee // 10 a.m. Full Board**

Minutes taken by Britton Ozburn.

Reviewed and presented to the WGRLS Board by Beth Hammond, Secretary.