



West Georgia Regional Library System Regional Board

CALLED MEETING

MINUTES

September 7, 2021 at 12:00 p.m.

This meeting was held 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
- Kathleen French (Douglas County)
- Urshla Dowdy (Douglas County)
- Beth Hammond (Heard County)
- Keri Perkins (Haralson County)
- Elaine Stokes (Paulding County)
- Jenna Barton (Paulding County)

Staff in Attendance:

- Stephen Houser, WGRS Director
- Stephanie Irvin, WGRS Deputy Director
- Justin Nobles, WGRS Assistant Director for Technology

Absent:

- Tim Grizzard (Carroll County)
- Karen Tarpley (Haralson County)
- Pat Rakestraw (Paulding County)

The meeting was called to order at 12:01 by Denise Askin, chair.

AGENDA

Motion to approve the agenda – McPherson; Second - Hammond; No Discussion; MOTION APPROVED: Vote 9-0.

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

MINUTES

Motion to Approve March 23, 2021 Minutes – McPherson; Second – Hammond; No Discussion; MOTION APPROVED: Vote 9-0.

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

Motion to Approve May 25, 2021 Minutes – Hammond; Second – McPherson; No Discussion; MOTION APPROVED: Vote 9-0.

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

Revised Pandemic Service Plan

Mr. Houser presented the revised Pandemic Service Plan. The updated plan clarifies when WGRLS will move from one stage to the next in the plan. It also sets the standard for when centralized libraries will close, due to new recommendations from the CDC. If there is a shelter-in-place or similar order from federal, state, or local government, WGRLS will close the related centralized libraries.

Motion to Approve Revised Pandemic Service Plan – Perkins; Second – Crooks; No Discussion; MOTION APPROVED: Vote 9-0.

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

Match for Governor Kemp's Vaccine Incentive

Mr. Houser said centralized full time employees are eligible for \$150 incentive if they receive the full course of the Covid-19 vaccine. He asks the board allot \$3,900 from the reserve fund so WGRLS can offer the same incentive to its 26 part-time employees. There was discussion if there could be the option for staff members to donate their incentive to WGRLS; Mr. Houser said staff can do so if they would like.

Motion to allot \$3900 of reserve funds to provide a program for nonSHBP eligible employees of WGRLS to receive \$150 for showing proof of full COVID-19 vaccination prior to November 30, 2021 – Dowdy; Second – Crooks; No Discussion; MOTION APPROVED: Vote 9-0.

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

Dual Control ACH, Signature Authority

Mr. Houser said WGRLS currently has two signature authorities. He asked if Deputy Director Stephanie Irvin could be made a signatory authority so she could help the regional office with ACH payments. Mr. Houser noted GPLS has a recommended segregation of duties matrix, and having Ms. Irvin handle ACH payments would help WGRLS make sure they are more in line with it. There was some discussion, and the board suggested adding Ms. Irvin as an authorized signer for the bank account, but to add a second person to the ACH payment process so two staff members must approve any transaction. Mr. Houser said this could be done.

Motion to add Stephanie Irvin to the list of authorized signers for WGRL's bank account with American Commerce Bank, with the requirement that two staff members approve any ACH purchases – McPherson; Second – Dowdy; No Discussion; MOTION APPROVED: Vote 9-0.

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

ADJOURNMENT

Motion to adjourn – Dowdy; Second – Barton; No Discussion; MOTION

APPROVED: Vote 9-0.

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

The meeting was adjourned at 12:54 p.m.

Minutes taken by Stephanie Irvin, Deputy Director

Minutes approved by Tracy Crooks, WGRLS Regional Board Secretary