



West Georgia Regional Library System Board of Trustees Regular Meeting

Minutes

May 28, 2019 at 10:00 a.m.

WGRLS Administration Building - Conference Room
124 W. Chandler St. // Carrollton, GA 30117

Call to Order

The meeting was called to order at 10:06 a.m. by Denney Rogers, Chair.

Trustees in attendance (county in parenthesis):

- Denney Rogers, Chair (Heard County)
- Shirley Vassy, Vice-Chair (Carroll County)
- Beth Hammond, Secretary (Heard County)
- Denise Askin (Carroll County)
- Ronnie Pate (Carroll County)
- Shannon Bentley (Douglas County)
- Tracy Scaglione (Douglas County)
- Keri Perkins (Haralson County)
- Donette Lee (Paulding County)

Trustees Absent:

- Joe Phillips (Douglas County)
- Johnny McBurrows (Paulding County)
- Pat Rakestraw (Paulding County)

Staff in attendance:

- Jeremy Snell, WGRLS Acting Director
- Cherry Waddell, WGRLS Business Manager

- Britton Ozburn, WGRLS Asst. Director of Materials Management

Guests present:

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

Pledge of Allegiance

Mr. Ronnie Pate led the Pledge of Allegiance.

Public Comments (please limit to 2 minutes)

- Lisa Walton-Cagle

Approval of March Meeting Minutes

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

Hammond	Lee	McBurrows	Pate	Perkins	Askin
YES	YES	Absent	YES	YES	Abstain

Phillips	Rakestraw	Rogers	Scaglione	Vassy	Bentley
Absent	Absent	YES	YES	YES	YES

Approval of Agenda as Amended

Mr. Jeremy Snell requested that the approval of the FY19 Budget Amendments be struck from the Agenda so that Ms. Cherry Waddell could further research how much is being paid for copier charges, and that approval for FY20 Signature Authority be added to the Agenda.

APPROVED as one item. Motion-Pate; Second-Hammond; Vote 9-0.

Hammond	Lee	McBurrows	Pate	Perkins	Askin
YES	YES	Absent	YES	YES	YES

Phillips	Rakestraw	Rogers	Scaglione	Vassy	Bentley
Absent	Absent	YES	YES	YES	YES

At 10:13 am a motion to move Into Executive Session to discuss personnel issues was made.

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

Hammond	Lee	McBurrows	Pate	Perkins	Askin
YES	YES	Absent	YES	YES	YES

Phillips	Rakestraw	Rogers	Scaglione	Vassy	Bentley
Absent	Absent	YES	YES	YES	YES

The Board entered into executive session. No found action was taken. At 11:11 am the Board returned to regular session.

Motion to Move Into Regular Meeting

APPROVED as one item. Motion-Vassy; Second-Pate; Vote 9-0.

Hammond	Lee	McBurrows	Pate	Perkins	Askin
YES	YES	Absent	YES	YES	YES

Phillips	Rakestraw	Rogers	Scaglione	Vassy	Bentley
Absent	Absent	YES	YES	YES	YES

Acting Director's Report

Mr. Jeremy Snell reported that 977,843 items have circulated in FY19 through April, saving patrons almost 14.5 million dollars. There were over 174,000 wireless Internet sessions in the 19 WGRLS Libraries. Ms. Donnette Lee asked how each session is counted. Mr. Snell said that each connection, whether or not automatic, is counted. Ms. Denise Askin asked if wi-fi connections after hours in the parking lot count, to which Mr. Snell confirmed.

Mr. Snell gave a building construction update by welcoming everyone to the WGRLS Administration Building. As the finishing touches are completed on this building, this will mark the completion of Phase I (Regional Office) of the Carroll County project. Mr. Snell commended the Regional Staff for a smooth transition into the new Office. Mr. Snell recognized Britt Ozburn, Justin Nobles and Denise Delaney for their invaluable assistance during the move. All invoices should be paid within the next two weeks, and the project will come in considerably under budget.

Demolition in Phase II, the Neva Lomason Library renovation, is underway. The opening date has been moved to January 23, 2020. As demolition began, insulation removal (vermiculite) was not covered in contract. Also, structural issues were discovered which caused a delay while a structural engineer was also called in to provide guidance on the matter. Thus, demolition has taken longer than anticipated. It is anticipated the demolition will be completed within six weeks. We are also waiting on change orders

regarding these additional costs. The Construction Committee meets monthly, and Mr. Snell is going to have to catch up on this area since being appointed Acting Director. Meeting frequency will probably increase as construction progress increases. The next OAC meeting is June 6, 2019. At present, we are under budget on the project.

The MR&R Agreement with the State of Georgia has been signed, bringing in \$175,000 for building renovation and restoration projects. Currently, \$100,000 is earmarked for the Neva Lomason project, while money is also set aside for window repairs at Warren P. Sewell Memorial Library in Bremen, and for renovating the restrooms at the Douglas County Library. All funds require a local match.

Mr. Snell reported that the 2019 Summer Reading Program Kickoff is the next Saturday. Mr. Snell encouraged the Board members to reach out to their local libraries about their event plans, all taking place at different times. The Summer Reading Program lasts until mid-July, and the central theme is Universe of Stories.

The Fiscal Year 2018 Audit is complete. The Audit was submitted to the State Library in compliance with state funding rules. A conference call with the Auditor is scheduled for the July Regional Board meeting. Mr. Snell stated that he would mail paper copies to the Regional Board members, once they arrive. Mr. Snell noted the Auditor's comments that the FY18 Audit is much cleaner than in past years, with only one finding of internal controls. Mr. Snell stated with a small staff, the Regional Office is constantly working on ways to integrate separation of duties.

Mr. Snell informed the Board that there is a tax lien on WGRS property. Mr. Snell asked Ms. Cherry Waddell, WGRS Business Manager, to speak on the situation. Ms. Waddell reported that the lien is from the years 2010, 2015 and 2016, and is due to late filings of taxes, which accrued penalties and interest, totalling approximately \$14,000. Ms. Waddell said that Ms. Jessica Everingham, former WGRS Director, discovered the matter. Mr. Snell has contacted Mr. David Mecklin of Tisinger Law Firm, and Mr. Mecklin has agreed to review the case and see if there is anything that can be done regarding the lien, however the \$14,000 still needs to be paid. Mr. Snell reported the 2016 late filing was done during a change in the Business Office, and that no continuity documentation had been left. Ms. Waddell stated she had applied for an abatement on the lien, which was denied. Mr. Snell said that he has spoken to Georgia Public Library Service about the tax lien. GPLS advised that the penalties should be paid, and that these situations should be prevented in the future. Mr. Snell said the penalties will be paid, and future tax penalties will be avoided.

Mr. Snell shared that Stephanie Irvin has been hired as Assistant Director of Library Services. Ms. Irvin comes to WGRLS from GLASS (Georgia Libraries for Accessible Statewide Services) and will start on June 24.

Chairman Rogers commended the builders of the new Regional Administration Building for keeping costs under budget.

Committee Reports

- Executive Committee
 - Chairman Rogers shared that since the previous Regional Board meeting, the Executive Committee accepted the resignation of Jessica Everingham as WGRLS Director, and had appointed Jeremy Snell as Acting Director.

- Finance Committee
 - Ms. Beth Hammond stated that the Finance Committee met before the Regional Board Meeting. The Committee reviewed the financial statements for July 2018 to April 2019. Mr. Snell then reviewed the financial statements for the Board.
 - Ms. Hammond stated that a question was raised about the cost of copiers and fax machines at the centralized Library locations, and that Ms. Cherry Waddell would compile a spreadsheet of costs for the Board.
 - Ms. Hammond made a motion to approve the July 2018 to April 2019 Financial Statements, with the provision of future research on the cost of the copiers and fax services.

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

Hammond	Lee	McBurrows	Pate	Perkins	Askin
YES	YES	Absent	YES	YES	YES

Phillips	Rakestraw	Rogers	Scaglione	Vassy	Bentley
Absent	Absent	YES	YES	YES	YES

New Business

- Consideration of FY2020 Draft Budget
 - Ms. Hammond presented the FY20 Draft Budget, containing three options for the Acting Director’s salary. Ms. Hammond reported that the Finance Committee reviewed the Draft Budget and the three options, and requested a motion to accept as is. Chairman Rogers stated that the Board will vote on the FY20 Draft Budget, and then vote on accepting one of the three options for Acting Director’s salary in a separate vote. Mr. Snell commented that with all three options, there would be no change in revenue totals.
 - Ms. Shirley Vassy reported that the Carroll County Library Board voted to recommend that the FY20 Draft Budget be accepted, with the stipulation that the formula for library funding be reconsidered and changed in 2021. Ms. Askin recommended a base allocation for each Library, followed by a second allocation based on population served. Ms. Vassy commented that when considering this, it should be noted that out of the three smaller Libraries in Carroll County, two are sufficiently funded by their City Governments, while one is not, creating a discrepancy. Chairman Rogers acknowledged the challenges in funding a library system with Libraries of different sizes, and that progress has been made in previous years, with further consideration in next year’s budget.
 - Chairman Rogers asked for a motion to approve the FY20 Draft Budget.

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

Hammond	Lee	McBurrows	Pate	Perkins	Askin
YES	YES	Absent	YES	YES	YES

Phillips	Rakestraw	Rogers	Scaglione	Vassy	Bentley
Absent	Absent	YES	YES	YES	YES

- Approval of FY2020 Acting Director’s Salary
 - Chairman Rogers asked for a motion to approve one of the three options for Acting Director’s Salary.
 - Ms. Denise Askin made a motion to approve Option 2:
 - Salary and benefits total of \$134,546.48
 - \$81,472.69 State Salary
 - \$15,000.00 Local Salary
 - \$17,223.33 Teacher’s Retirement System State Contribution
 - \$3,171.00 TRS Local Contribution
 - \$10,116 State Health Benefit Plan
 - \$6,232.66 FICA/Medicare State Contribution
 - \$1,147.50 FICA/Medicare Local Contribution
 - \$183.30 Worker’s Compensation Local Contribution

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

Hammond	Lee	McBurrows	Pate	Perkins	Askin
YES	YES	Absent	YES	YES	YES

Phillips	Rakestraw	Rogers	Scaglione	Vassy	Bentley
Absent	Absent	YES	YES	YES	YES

- Appointment of Officer Nomination Committee
 - Chairman Rogers appointed the Officer Nomination Committee, as follows:
 - Ms. Shirley Vassy, Chair
 - Ms. Shannon Bentley
 - Ms. Tracy Scaglione

- Location of Future Board Meetings
 - Chairman Rogers asked the Board’s opinion on meeting at the WGRLS Regional Administration Building for future meetings instead of various Library locations. Ms. Denise Askin suggested that the Board continue to meet at the Regional Administration Building, where any pertinent information is stored and easily accessed.

- FY20 Signature Authority
 - Mr. Jeremy Snell stated that the Regional Board must vote on an annual basis to grant Signature Authority to a designee (usually the Director), granting the authority to sign checks for Regional expenses starting July 1.
 - Chairman Rogers asked for a motion to grant Jeremy Snell FY20 Signature Authority.

APPROVED as one item. Motion-Pate; Second-Scaglione; Vote 9-0.

Hammond	Lee	McBurrows	Pate	Perkins	Askin
YES	YES	Absent	YES	YES	YES

Phillips	Rakestraw	Rogers	Scaglione	Vassy	Bentley
Absent	Absent	YES	YES	YES	YES

Adjournment

The meeting was adjourned by Chairman Rogers at 11:46a.m.

Next meeting: July 23, 2019 at WGRS Administrative Building
9 a.m. Finance Committee // 10 a.m. Full Board

Minutes taken by Britton Ozburn.

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