



**West Georgia Regional Library System Board of Trustees
Regular Meeting**

Minutes

November 27, 2018 at 10:00 a.m.

Neva Lomason Memorial Library - Conference Room, 710 Rome Street, Carrollton, GA 30117

Call to Order

Chairman Denney Rogers called the meeting to order at 10:01 a.m.

Attendance

Trustees present (appointing county board in parenthesis):

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

WGRLS staff present:

- **Jessica L. Everingham, Director**
- **Jeremy Snell, Deputy Director**
- **Cherry Waddell, Business Manager**
- **Justin Nobles, Assistant Director for IT**
- **Britton Ozburn, Assistant Director for Materials Management**
- **Lee Dollar, Facilities and Construction Manager**

Pledge of Allegiance

Mr. Ronnie Pate led the Pledge of Allegiance.

Public Comments (please limit to 2 minutes)

There were no public comments.

Approval of Minutes

- September 25, 2018 Meeting
- October 23, 2018 Special Called Meeting

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

Bentley	Hammond	Lee	McBurrows	Pate
YES	YES	YES	absent	YES

Perkins	Phillips	Rogers	Scaglione	Vassy
YES	absent	YES	YES	YES

Approval of Agenda

APPROVED with the addition of MRR Update to New Business following Construction Update. Motion - Pate; Second - Bentley; Vote 8-0.

Bentley	Hammond	Lee	McBurrows	Pate
YES	YES	YES	absent	YES

Perkins	Phillips	Rogers	Scaglione	Vassy
YES	absent	YES	YES	YES

Director, Department Heads and Library Reports

Ms. Jessica L. Everingham introduced Britt Ozburn, Assistant Director of Materials Management, who started on October 1, 2018.

Mr. Ozburn gave a brief update of his activities since starting.

Mr. Lee Dollar gave updates on the Neva Lomason Memorial Library project. Phase 1 has begun with the construction of the Regional Administration Building at

the rear of the library's lot. Phase 2, the renovation of the library, will hopefully be out to bid in the next two months.

Mr. Jeremy Snell and Ms. Cherry Waddell gave brief updates on their activities.

Mr. Justin Nobles gave an update on IT-related activities. His department is wrapping up ordering of nearly \$82,000 in state-funded technology. Following deployment, each library will have at least one AWE machine. Ms. Everingham mentioned that it's something to be proud of and shows a commitment to early literacy in west Georgia.

There were quick updates on the marketing and extension services departments.

Ms. Everingham stated that her main focus was the construction projects. Once closer to Phase 2 of the Neva Lomason project, Mr. Snell will be taking over day-to-day operations allowing Ms. Everingham to focus on the two construction projects occurring simultaneously.

Mr. Rogers asked when the WGRLS offices would be relocated in preparation for Phase 2. Ms. Everingham noted the timeline was not set at this time. The location for the temporary office space will be the Lakeshore Recreation Center and Stallings Building generously offered by the City of Carrollton. The majority of the administrative staff will be at the Lakeshore location. Ms. Everingham also noted that City of Carrollton is allowing use of these facilities at no cost to WGRLS.

Committee Reports

- Policy Committee
 - Personnel Policy

Ms. Tracy Scaglione, Chair of Policy Committee, presented a revised WGRLS Personnel Policy to the Board for its review. This policy will be discussed further with intention to vote at the January 2019 regular meeting.

Old Business

- Audit Results

Ms. Amanda Wilkson of BatesCarter, the firm performing WGRLS's audit, joined via teleconference to review the FY2017 audited financial statements and FY2017 internal control findings. Ms. Wilkson noted that the audit opinion is that the FY2017 financial statements are fairly reported with accounting principals accepted for use in the United States.

Ms. Wilkson reviewed:

- **The statement of net position which reports full-modified accrual including long-term assets (e.g., library collections) and liabilities (e.g., TRS pension). Ms. Wilkson noted that the Board has very little control over the TRS pension liability.**
- **The general fund financial statement. Overall cash balance remained the same at the end of FY2017 as the end of FY2016: \$1.1 million. The fund balance decreased due to the accrual of a debt related to the e-rate agreement. The general fund revenue remained roughly the same between FY2016 and FY2017.**
- **The function of the balance sheet activity for tracking long-term assets appreciation and depreciation.**
- **The notes related to the TRS pension.**
- **The internal controls findings. In FY2017, there were 3 conditions which Ms. Wilkson pointed out was a substantial improvement over FY2016:**
 - **Bank reconciliations were not taking place in a timely manner which is needed to accurately monitor and report cash balance. Optimally this should be completed within 10 days of statement closing and can be reviewed by the board if desired. Ms. Everingham noted that bank reconciliations are caught up for the FY2019 year and will be done monthly going forward.**
 - **Activity related to the staff account and construction renovation project were not fully recorded in the accounting software. This needs to be done regardless of whether WGRLS owns the account or not. Ms. Everingham noted that the staff account was closed during FY2018, and WGRLS business services will be tracking all construction-related activity in Blackbaud.**
 - **Accounts receivable schedule was not maintained. Ms. Wilkson says this is important to reporting revenue in the correct fiscal year. Ms. Everingham noted that this issue has not yet been remediated but will be rectified in the FY2019 year.**

New Business

- **Set 2019 Holiday and Closure Schedule**

Ms. Everingham suggested remaining open on Mother's and Father's Day. Mr. Snell noted that this only affects 3 facilities: Neva Lomason, Whitesburg, and Mt. Zion. Discussion followed.

Chairman Rogers asked that the Carroll County Library Board discuss at their January meeting and the Regional Board can take their recommendation into consideration to potentially revise the holiday schedule for 2019.

APPROVED. Motion - Pate; Second - Hammond; Vote 8-0.

Bentley	Hammond	Lee	McBurrows	Pate
YES	YES	YES	absent	YES

Perkins	Phillips	Rogers	Scaglione	Vassy
YES	absent	YES	YES	YES

- **Construction Update**

Ms. Everingham reminded the Board of the upcoming regional office move out. Neva will probably be out to bid early-January. The renovation will take roughly a year. Construction of the regional office administration building will take about 9 months.

A piece of one of the pecan trees will be used for some woodwork in the regional office.

- **MRR Update**

Several MRR projects have been approved by the state:

- **Bremen window repair. Ms. Lisa Walton-Cagle updated the Board on these issues.**
- **Tallapoosa wheelchair lift project which must be complete by end of year.**
- **Mt. Zion repair of railing outside building.**
- **Douglas County Public Library bathroom renovation.**
- **Heard County Public Library - ADA access**

Ms. Vassy asked if these are projects that affect cost flow, and Ms. Everingham confirmed that MRR projects are reimbursable so there can be cash flow issues while waiting for reimbursement.

Ms. Everingham showed a colored pencil drawing by artist and Neva Lomason employee Lynn Holt of the old WGRS bookmobile.

Ms. Lee asked about the 6-month embargo placed on new books which prevents circulation to other libraries for that period of time. Ms. Everingham and Mr. Nobles confirmed that it is a statewide PINES policy. Discussion followed.

Ms. Vassy mentioned an article in the Atlanta newspaper about the widerange of services provided by modern libraries.

Mr. Rogers reminded the board that the financial committee met for an hour prior to the full board meeting and reviewed financials fund-by-fund, and are available for questions from trustees.

- Director's Evaluation

Executive Session

The Board entered Executive Session to discuss personnel as part of the Director's Evaluation at 11:11 a.m. Motion - Bentley; Second - Pate; Vote 8-0.

The Board returned to Regular Session at 11:41 a.m. Motion - Bentley; Second - Scaglione; Vote 8-0.

Adjournment

The meeting was adjourned at 11:41 a.m. Motion - Bentley; Second - Scaglione; Vote 8-0.

Bentley	Hammond	Lee	McBurrows	Pate
YES	YES	YES	absent	YES

Perkins	Phillips	Rogers	Scaglione	Vassy
YES	absent	YES	YES	YES

Next meeting: January 22, 2019 at Dog River -- 9 a.m Finance Committee // 10 a.m. Full Board

Minutes taken by Jeremy Snell.

Reviewed and submitted to WGRSL Board by Beth Hammond, Secretary.

Approved by WGRSL Board on 01/22/2019.