



**Northeast Georgia Regional Library System (NEGRLS) Board of Trustees Meeting
January 24, 2023, 10:00 AM – Toccoa-Stephens County Library**

Present: Habersham County: Wanda Dunn, Margie Williamson: Rabun County: Pat Stueck, Jan Timms,
Chair: Stephens County: Lynn Cox, Tim Martin: White County: Olav Buchel, Linda Erbele, Vice- Chair:
Northeast Georgia Regional Library System: Delana Knight, Director.

Absent: Rabun County: Helen Gillespie

Chair Timms called the meeting to order at 10:00 AM

Chair Timms welcomed Lynn Cox – Toccoa-Stephens County to the board.

General System Services Reports and Discussions:

- Public Service Activity and Technical Services Report: The chart shows the change in public service activity fiscal year-to-date (October 1, 2022 – December 31, 2022) from FY2022 to FY2023. Comparing this quarter's activity to the second quarter of FY2022, there is an increase in circulation, program attendance, and patron registration, but a decrease in e-book circulation, computer usage and wireless computer usage. However, Total Measured Usage is up slightly by 0.7%.
- The Technical Services Report shows a positive net change of 1,125 items added to our FY2023 collections with a total of 2,568 additions and 1,443 discards. Additionally, our system processed 44 Interlibrary loans (loans to and from Non-PINES libraries).
- New website – Created by Paige Sutton at Verity Virtual. Is the Board interested in adding member photos and bios to the website?
After polling the board about trustee pictures and bios for the web site, it was decided that this would take place at the April trustee meeting.
- Update on Building Projects:

Stephens: Balance of Stephens County Building Fund at South State Bank: \$186,807.11 as of December 31, 2022. Stephens County Library Board will begin a library renovation project of the library this month using funds from its building fund. Updates will include new paint and carpet and rearranging the Children's and Teen's departments.

White: Balance of the White County Building Fund at South State Bank: \$142,437.07 as of December 31, 2022.

No Unfinished Business



New Business

- A. Minutes for the October 25, 2022 regular meeting were approved. (Erbele, Williamson)
- B. The Cumulative FY 2023 Report, October – December 2022 given by Delana Knight was approved (Erbele, Buchel)
- Miscellaneous income includes telecom reimbursement (VoIP, DeepFreeze, LibData), Toccoa partnership, Toccoa employee health insurance premium, materials reimbursement, and Georgia Public Library Service (GPLS) broadband reimbursement.
 - NEGRLS's Cash Balance as of December 31, 2022 is \$177,421.02 and the balance of the CD at Pinnacle Bank is \$209,456.63. When closed on November 3, 2022, the two CDs at Peach State Federal Credit Union had a combined balance of \$251,238.89. A Traditions Bank CD was opened with \$250,000 on November 17, 2022. In order to comply with FDIC policies that insure up to \$250,000, I was required to open a Federal Reserve Bank Pledgee Holding account to insure any funds generated by interest earnings that would increase our CD balance over \$250,000. This CD matures on May 16, 2023.
- C. Affiliate Library Quarter 2 Cash Fund Balance Report given by Delana Knight was approved (Williamson, Erbele)
- D. Appoint Personnel Committee for Director annual performance evaluation
Chair Jan Timms appointed Linda Erbele, Pat Stueck and Wanda Dunn to the personnel committee.
- E. Update from Bookmobile/Outreach Project Committee
There was a substantive discussion on the bookmobile and its many moving parts. Margie, Olav, and Delana will continue meeting and present a proposal to the board at the April meeting.

Bookmobile Committee

The committee met in December and January to discuss the parameters of the bookmobile project and things to consider. Olav's son-in-law, Don Giacomini, who has experience with the bookmobile at Gwinnett County Public Library met with us to offer guidance and insight to Gwinnett's bookmobile.

Key things to consider:

1. **How do we want to use the bookmobile? As a pop-up library for events and on request, or a traditional bookmobile with a regular route and schedule?** Primarily as a bookmobile with a regular route and schedule with the option to participate in community events or by request.



2. **What do we need to fulfill this goal?**
 - a. Full-time Bookmobile and Outreach Services Manager
 - b. Annual materials and supplies budgets
 - c. Fuel, maintenance, and auto insurance budget
 - d. Bookmobile
3. **Can we afford to establish a bookmobile service and maintain it for at least five years? What are our current financial resources?**

F. Attendance at Regional Trustee Board meetings

One of the board members has missed 3 consecutive board meetings and according to our by-laws, should be removed from the board. It was the feeling of the members present that a conversation should take place with said board member and then decide on a course of action.

The meeting was adjourned at 10:55 AM

Next Scheduled Meeting is April 25, 2023 at 10:00 AM at Rabun County Library.

A vote to approve the minutes will be taken at the April 25, 2023 Regional Library Board meeting.

