

**Northeast Georgia Regional Library Board of Trustees  
Spring Meeting, April 28, 2020, Google Hangouts Meet**

Present: Northeast Georgia Library System: Delana Knight, Director; Olav Buchel, Chair; Habersham, David Cleghorn, Margie Williamson, Peter Willis; Rabun: Helen Gillespie, Pat Stueck, Jan Timms; Stephens: Billy Chism, Lynn Cox; White: Olav Buchel, Bob Duggan, Linda Erbele.

Absent: John Roche.

There were no visitors.

Chair Buchel called the meeting to order at 10:19 AM following unsuccessful attempts for all to join Google Hangouts Meet by computer. Buchel then asked everyone to join by phone.

Knight, in the General System Services Report, announced that Governor Kemp has signed the amended FY2020 state budget that restores the \$.35 per capita materials grant to libraries. Funds will be fully available June 2 and must be spent by June 30.

Knight has asked the library managers to prepare wish lists so they will be ready when allowed to order again.

Book vendor Baker & Taylor has suspended shipments of new materials due to COVID-19.

LibTech funds of \$47,374.05 were received April 20, 2020, and will be included in the 4<sup>th</sup> quarter cumulative report, line 43310, as Computer Replacement Grant. The money will be used to reimburse the affiliates for computers.

The U.S. Congress included \$50 million in the CARES Act for libraries to expand digital network access, purchase internet accessible devices, and provide technical support services. More information was given in discussion of the FY21 budget proposal.

The Georgia Public Library System is reallocating \$250,000 budgeted but not spent because of the pandemic. The funds now will be used for masks and other personal protection equipment and hand sanitizers.

Figures in the Public Service Activity and Technical Services Reports were skewed due to the library shutdowns.

In new business, the minutes of the January 28, 2020, meeting were approved. (Erbele/Willis).

There was “nothing unusual” in the Cumulative FY2020 Year to Date Report from Knight. Line 43310 was left blank. The money involved is now in the bank. The report was approved. (Cox/Stueck).

Chism questioned the net changes to the YTD cash fund balance for Toccoa-Stephens County

Library. The report was tabled at his request. There was no vote.

The nominating committee presented a revised slate of candidates. Jessie Owensby, previously nominated to be chair, withdrew her name from consideration because of increased job responsibilities and resigned from the board for the same reason. The new officers will be Chair, Jan Timms; Vice Chair, Peter Willis; and Secretary, John Roche. The new terms begin July 2020. Approval was unanimous. (Cleghorn/Duggan).

Committee Chair Williamson presented recommendations for revisions to the NEGRLS policy handbook. Knight addressed a question related to masks in the section on page 7 “actions in which public and staff are not to participate.” Knight said there has been a legal judgement that asking a patron to wear a mask is the same as requiring shoes and shirts. Cox suggested adding “he or she” after “informs” in 1. after “Procedure” on page 47. Motion passed to approve the revised policy after changes are made. (Chism/Stueck).

Willis requested that the minutes show his appreciation for the policy committee’s “very lengthy” work. Committee member are Williamson, Gillespie, and Cleghorn with guidance from Knight.

The Director Evaluation committee—Erbele, Stueck, and Willis—said Knight has performed in an “exemplary manner” and that NEGRLS is fortunate to have her services. The committee recommended that future evaluations include the Director for her in-person input on goals and timelines. Approved. (Cox/Williamson).

Knight reported that proposed salaries will be kept at the same level with an opportunity to revise in July. Salaries for full-time employees are state grants. Supplements (including benefits) are from local budgets.

There has been the addition of an 18-hour media/marketing person to gather information from the affiliates and to use this data to develop a regional marketing plan. Approved. (Duggan/Chism).

The proposed FY2021 budget is \$10,000 more than presented last year. It includes no money for computer grants. It does include \$40,000 for telecommunications and expanded digital services, including one-year mobile hotspots in the Strategic Plan. It also includes \$42,000 for the affiliate courier service, which, when resumed, will include five-day service to the six affiliates. This is a 10% increase negotiated from an asked-for 25% increase. Approved. (Erbele/Willis).

Affiliates in Habersham and Stephens counties are making their own plans to re-open after COVID-19 sanctions are lifted. Rabun and White counties need permission from their county commissions. The only consensus is that the return will be gradual and will include quarantines for books returned to the libraries. Chism requested a re-open plan from the affiliates. Approved. (Williamson/Cleghorn).

Adjournment at 11:31 AM.

Willis thanked Buchel, who was chairing the final meeting of his term, for his excellent work. It was not a motion, but Stueck seconded.

The next scheduled meeting is July 28, 2020, at the Toccoa-Stephens County Library at 10 AM.

Respectively submitted,  
David A. Cleghorn