

## Northeast Georgia Regional Library System Board of Trustees Meeting

Tuesday, July 28, 2020, Teleconference and in person, Toccoa-Stephens County Library, 10:00 A.M.

Present: Northeast Georgia Regional Library System: Delana Knight , Director; Jan Timms, Chair;

Habersham County: Margie Williamson, Peter Willis-Vice Chair; Rabun County: Helen Gillespie, Pat Stueck; Stephens County: Billy Chism, Lynn Cox; White County: Olav Buchel, Bob Duggan, Linda Erbele, John Roche-Secretary.

Chair Timms called the meeting to order at 10:08 A.M.

There were no visitors.

A book, "Insane Mode", was presented to Mr. Buchel as a present for his service as Chair. The book will be placed in the White County Library-Cleveland Affiliate.

Director Knight gave the General System Services Report.

- Circulation and program attendance was down due to Covid-19.

- E-books circulation was up.

- Most of the affiliate libraries conducted weeding projects to their collections while the libraries were closed to the public.

Director Knight wanted to retire the paper name tags for board members. New name plates were purchased on amazon for \$15.54

Director Knight stated that all NEGRLS libraries opened their buildings on June, 1 2020 with all social distancing measures in place and advanced cleaning procedures.

- Habersham-regular hours as of June 15th

- Stephens-regular hours July 1st

- White-Regular hours Monday-Friday 9:00A.M.-5:00P.M.

=Rabun-went back to curbside service (10:00 A.M.-4:00P.M.) on July 16.

As of July 22, 2020 100% of GPLS libraries have staff on site, 94% are offering at least curbside service and 58% are offering most library services with their buildings open to the public

In Unfinished Business:

-Strategic Planning-A part time position for a marketing manager was posted to convey the Region's goals and plans to a broader part of the community. All the libraries in the Region and the Regional offices had the internet broadband increased from 100mb a minute to 200mb a minute at no additional cost. The federal E-rate program pays for 80% and GPLS pays 20%.

-Building projects update:

-Stephens County had a balance of \$181,504.11 in their building fund as of June 30,2020.

-White- The city of Cleveland planed their new city complex without a space for a library. The White County Board of Commissioners never showed much interest. The Library Building Committee plans to start more fundraising.

Policy Manual- The revisions approved at the April 28th,2020 meeting have been updated.

New Business:

-The minutes were approved with no changes. (Chism, Stueck).

-Cumulative FY2020 Report July 2019-June2020

-The miscellaneous income include reimbursements from telecoms, the Toccoa partnership, for materials and GPLS.

-State materials funds were restored and the Region was reimbursed for Computer Replacement Grant purchases.

-With a change of employees at the Region office and the Toccoa Affiliate

(Technical Services Librarian and Central Library Manager) the Region did not use all of the state salary grant or the local library supplement. Those extra funds were moved to the System Services Grant with state approval.

-The Region spent 25% less on courier service during affiliate library closures and shortened hours of operations.

-The CD the Region has at Pinnacle Bank has a balance of \$208,672.44. It was renewed on July 18th,2020 and will mature July 18th, 2021. (Erbele, Stueck).

FY2021 Budget revision and System Services Grant Waiver:

-The materials grant was restored to \$.35 per capita. This increased the Materials Grant by \$41,836.00. The Salary Grant was reduced by \$14,962.18 and the same amount was added to the System Services Grant due to the waiver approved by the state. (Cox, Buchel).

-The revised budget had increases and decreases:

-Increases: Increased health insurance to pay for a rate increase to \$943.00 per month and increased Other Purchased Services for the Region to move to a cloud based accounting software.

-Decreases: budgeted less for Affiliate Courier services, Advertising, Travel, Materials, Publishing and Printing, Computers/Equipment, and Dues and Fees. (Stueck, Cox).

Affiliate Library Cash Fund Balance Report for Quarter 4 (Chism, Stueck).

Respectfully submitted,

John Roche

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