

## Northeast Georgia Regional Library System

Board of Trustees Meeting Tuesday October 27, 2020 10:00 A.M.

### Cornelia-Habersham County Library and Teleconference

Present: Northeast Georgia Regional Library System: Delana Knight, Director; Jan Timms-Chair; Habersham County: Peter Willis-Vice Chair; Rabun County: Helen Gillespie, Pat Stueck; Stephens County: Billy Chism, Lynn Cox; White County: Olav Buchel, Bob Duggan, John Roche-Secretary.

Absent: Habersham County: Margie Williamson; White County: Linda Erbele.

Visitors: Rob Mundy.

Chair Timms called the meeting to order at 10:04 A.M.

Mr. Rob Mundy of Mundy & Company LLC presented a report on the yearly Agreed Upon Procedures (AUP) required by the State. Mr., Mundy stated no findings were noted and the Region has good procedures in place.

Director Knight gave the General Systems Services Report.

-Circulation (-32.6%), program attendance (-10.52%), computer usage (-61.32%) and patron registration (-45.09%) were down. E-Books (14.01) and wireless computer usage (69.55%) were up.

-New name plates for board members were purchased using an anonymous donation.

-Lewis Lucas (assistant Director for IT) will retire January 31, 2021.

-The Region received a grant for twenty one Chromebooks from Georgia Public Library System. The grant came from money allocated by the CARES Act. The Chromebooks will be available to be checked out at all six affiliated libraries in the Region. Students will be given first priority.

Director Knight gave an update on the Strategic Planning for the Region.

-Six people applied and two interviewed for the part-time marketing manager position the Region posted. The applicants interviewed did not have the skills the Region needed for the position. Director Knight is working on a job description for the replacement for Lewis Lucas that will include website management as well as IT.

-The region will move to cloud accounting on November 15. The cyber protection will cost \$110.00 per year; it will be added when the insurance policy is renewed.

-Building projects-The Stephens County building fund balance is \$181,564.11 as of September 30, 2020. There is no new information from White County.

-A motion was made to have large bookmarks printed with the Region's Strategic Plan and affiliated library's names and services offered. (Chism, Buchel).

#### New Business;

-The minutes from the July 28, 2020 meeting were approved with no changes. (Chism, Willis).

-Director Knight gave Cumulative FY2021 Report July-September 2020.

-The Region got a Lib Tech grant of \$16,316.36 for computer replacement. The money will be allocated on a per capita basis.

-The Region's cash balance as of September 30, 2020 was \$265,258.28 and the balance of the CD at Pinnacle Bank was \$208,672.44. (Stueck, Roche).

Director gave the Affiliate Library Quarter 1 FY2021 Cash Fund Balance Report. Money market accounts and CDs were excluded. They will be a separate line item on the next report (Chism, Willis).

-A Regional credit card for purchases was approved with a \$5000.00 limit. (Cox, Stueck).

Director Knight presented four options to the Board for revisions to the approved salaries for FY 2021. The Regional employees did not receive salary increases in July 2020. The board approved a plan that will increase salaries by 4 to 6% in

January 2021. (Roche, Chism).

The meeting was adjourned at 11:40 A.M.

Respectfully submitted, John Roche

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