



Northeast Georgia Regional Library
204 Ellison Street, Suites E & F
P.O. Box 2020
Clarkesville, Ga. 30523

(706) 754-0416
NEGeorgiaLibraries.org

Northeast Georgia Regional Library System

Board of Trustees Meeting Tuesday, January 26, 2021 10:00 A.M.

Via Zoom Video Conference

Present: Northeast Georgia Regional Library System (NEGRLS): Delana Knight, Director; Rabun County: Jan Timms-Chair; Habersham County: Peter Willis-Vice Chair, Margie Williamson; Stephens County: Billy Chism, Lynn Cox; White County: Bob Duggan, Linda Erbele

Absent: Rabun County: Helen Gillespie, Pat Stueck; White County: Olav Buchel, John Roche-Secretary.

Visitors: None.

Chair Timms called the meeting to order at 10:00 A.M.

Director Knight gave the General Systems Services Report.

-Circulation (-29.03%), program attendance (-21.47%), computer usage (-59.31%) and patron registration (-32.06%) were down. E-Books (44.55%) and wireless computer usage (132.18%) were up.

-Director Knight joined the Toccoa-Stephens County Chamber of Commerce in November and applied for the Leadership Toccoa-Stephens County program – She has been accepted to the Leadership program but it has been postponed until the Fall.

-Rabun County Library has been awarded a Major Repair and Renovation (MRR) grant of matching funds of \$112,500 and a Tech Innovation grant of \$30,000 for their Fresh Air Project. These are state grant funds and will be distributed through the Regional Office accounts and then



reimbursed to Rabun County and Rabun County Library.

Update on Building Projects:

-Stephens: Balance of Stephens County Building Fund at South State Bank: \$184,734.11 as of December 31, 2020.

-White: The Building Committee met via Zoom on January 13 to revisit our Fundraising Committee Kick-off. We plan to hold the Kick-Off at an outdoor venue on April 13th and will send initial announcements of the meeting in early February, and follow-up in mid-March to ask potential members for an RSVP.

-Hotspot reimbursement for another year. The Regional Offices committed to pay for Wi-Fi hotspot service through T-Mobile to provide two hotspots to every library for one year. We are nearing the end of one year in February 2021. There is room in the Regional budget to continue to pay the monthly service fee and NEGRSL continue to do so for the next year.
Monthly service: \$29.75/month \$357/annually x 2 mobile hotspots = \$714.00

Unfinished Business:

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

-Logo and bookmarks: The Regional Offices have a new logo designed by Fowler Art and Design in Clarkesville. Bookmarks, designed by LifeSprings Media in Franklin, have been distributed to the affiliate libraries and provide an outline of our strategic plan and collections, and contact information for all six libraries.

-Asyst Cloud accounting and cyber insurance: New cloud accounting software through Central



Square is up and running. This has already proved useful during the COVID-19 pandemic when employees have needed to work from home.

-Lewis Lucas (assistant Director for IT) will retire January 29, 2021. Due to concerns surrounding the COVID-19 pandemic, we are not holding a reception for Lewis at this point, but hope to plan an event in the Spring.

Permission was granted by Georgia Public Library Service (GPLS) to waive Lewis's salary grant portion to the System Services grant until his position is filled or until June 30, 2021. A position for System Support Librarian has been posted since October on GPLS job board, South Carolina's state library job board, and on LinkedIn, but only a few resumes have been received.

-Regional purchasing card: NEGRLS is still awaiting approval of a credit card application with United Community Bank.

New Business:

-The minutes from the October 27, 2020 meeting were approved with no changes. (Willis, Timms).

-Director Knight gave Cumulative FY2021 Report October - December 2020.

-The Region's cash balance as of December 31, 2020 was \$271,793.30 and the balance of the CD at Pinnacle Bank was \$208,672.44. (Cox, Chism).

-Director gave the Affiliate Library Quarter 2 FY2021 Cash Fund Balance Report. Money market accounts and CDs were included as separate line items on the report (Willis, Williamson).





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-Families First Coronavirus Response Act (FFCRA) leave provisions for Regional Office employees are extended through the date of the next Regional Library Board meeting on April 27, 2021 (Williamson, Erbele).

Chair Timms appointed Board members Linda Erbele, Pat Stueck, and Peter Willis to serve on the Director Performance Evaluation Committee to conduct an annual performance evaluation of Director Knight. The evaluation will be completed prior to and presented at the next Regional Library Board meeting on April 27, 2021.

-Lewis Lucas will be removed as a signer on the United Community Bank account number 441800 upon his retirement on January 29, 2021. Chair Jan Timms and Vice Chair Peter Willis will be added as signers to the account (Erbele, Duggan).

The meeting was adjourned at 10:40 A.M.

Respectfully submitted, Delana Knight

