



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, April 27, 2021 10:00 A.M.

Clarkesville-Habersham County Library and via Zoom Video Conference

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

Absent: Rabun County: White County: Bob Duggan, John Roche-Secretary.

Visitors: Trudy Crunkleton

Chair Timms called the meeting to order at 10:00 A.M., and welcomed visitor Trudy Crunkleton of the Habersham County Library Board.

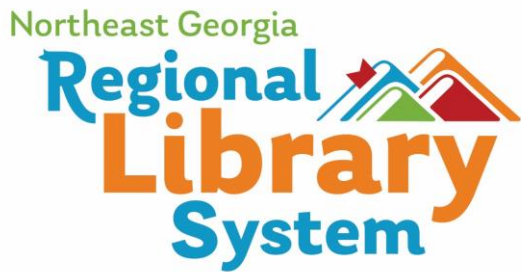
Director Knight gave the General Systems Services Report.

Circulation (-24.9%), computer usage (-56.01%) and patron registration (-25.74%) were down in comparison to this quarter last year. Program attendance (67.49%), E-Books (14.01%) and wireless computer usage (101.19%) were up. Comparing last quarter's (Q2) activity to this quarter (Q3), there are several areas of increased usage in the categories of Circulation of physical items, program attendance, public access computer usage, patron registration, and total measured usage.

Update on Building Projects:

Stephens: Balance of Stephens County Building Fund at South State Bank: \$184,809.11 as of March 31, 2021.





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White: The Building Committee met via Zoom on April 8 to revisit our Fundraising Committee Kick-off. We plan to hold the Kick-Off at an outdoor venue in May.

Unfinished Business:

Director Knight gave an update on the Unfinished Business.

Open position for System Support Librarian: The position is still open and has been difficult to fill so far. I have interviewed five candidates and Jan Timms participated in second interviews of three candidates. Two candidates that we offered the job, withdrew themselves from consideration. I was scheduled to interview a candidate on Monday morning, but he cancelled before the meeting. The job is posted on Indeed which is generating several applicants with an MLIS but still very few that also have IT experience. It is also posted on GPLS job board and Purple Briefcase, a job board that reaches several colleges including Valdosta State University.

Regional purchasing card: A credit card has been issued by United Community Bank but has a credit limit of only \$1000 rather than \$5000, which is what we were seeking. The current limit is enough for our needs which has included online costs for job postings.

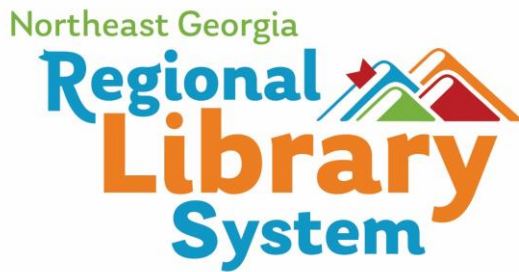
New Business:

The minutes from the January 26, 2021 meeting were approved with no changes. (Stueck, Erbele).

Director Knight gave Cumulative FY2021 Report January – March 2021. 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.

NEGRS's Cash Balance as of March 31, 2021 was \$288,060.61 and the balance of the CD at Pinnacle Bank was \$208,672.44. Approved (Willis, Stueck).





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Director gave the Affiliate Library Quarter 3 FY2021 Cash Fund Balance Report. Money market accounts and CDs were included as separate line items on the report (Erbele, Stueck).

The Board entered Closed Session at 10:30 AM for discussion of the Director's annual performance evaluation and Regional employee salary increases. Closed Session ended at 10:40 AM. (Closed Meeting Affidavit is attached).

The preliminary FY22 budget proposal was approved as submitted. The budget and salary proposals are based on FY21 state grant allocations to NEGRLS. FY22 grant allocation information should be released in mid-May. Most likely, the budget will need to be revised at the July 2021 Regional Library Board meeting. (Chism, Erbele).

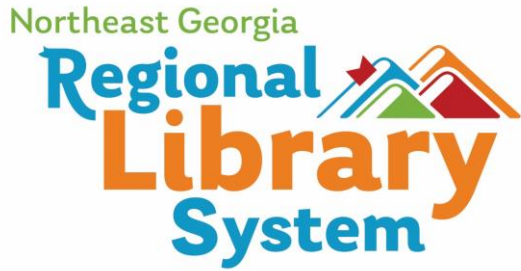
The preliminary FY22 salary proposal which includes a 3% increase for all Regional employees was approved as submitted. The salary proposal also includes a request for an SSG waiver of \$16,105.30. The waiver amount may be revised at the July 2021 Regional Library Board meeting, if necessary (Erbele, Stueck).

The Board approved FY22 Signature Authority for all contracts and other documents to Director Knight (Willis, Stueck).

Chair Timms appointed Board members Linda Erbele, Billy Chism, Lynn Cox, Jan Timms and Margie Williamson to serve on a committee to review the current Affiliate Participation Agreement. The committee will present their recommendations at the next Regional Library Board meeting on July 27, 2021.

Board member from Habersham County Library Board, Peter Willis, resigned his position on the Regional Library Board effective June 30, 2021. Mr. Willis was recognized for his dedicated service to Northeast Georgia's libraries and will be missed as a member of the Board. Linda Erbele of the White County Library Board, was nominated and elected to fill the vacant seat of





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Vice-Chair as of July 1, 2021, due to Mr. Willis's resignation (Stueck, Timms).

Chair Timms invited the Board to hold the July 2021 Regional Library Board meeting on July 27, 2021 at the Rabun County Public Library, rather than in the Regional offices due to the small conference room space.

The meeting was adjourned at 11:12 A.M.

Respectfully submitted, Delana Knight

