



**Northeast Georgia Regional Library System (NEGRLS) Board of Trustees Meeting
April 25, 2023, 10:00 AM – Rabun County Library**

Present: Habersham County: Wanda Dunn, Margie Williamson; Rabun County: Helen Gillespie, Pat Stueck, Jan Timms, Chair; Stephens County: Lynn Cox, Tim Martin; White County: Olav Buchel, Linda Erbele-Vice Chair; Northeast Georgia Regional Library System: Delana Knight, Director.

Absent: none

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

General system services report and discussions

- Public Service Activity and Technical Services Report: The chart shows the change in public service activity year-to-date (January 1 – March 31) from FY2022 to FY2023. Comparing last fiscal year's activity to the 3rd quarter of FY2022, there are several areas of increased usage including circulation of print and eBooks, patron registration, and program attendance. It should be noted that most of our statistical categories are up despite that both Rabun County Library and Toccoa-Stephens County Library were closed several weeks for water from burst pipes clean-up in Rabun and interior renovations in Toccoa. Both libraries have resumed normal hours and look great! The Technical Services Report shows a positive net change of 1,119 items to our FY2023 collections with a total of 2,721 additions and 1,602 deletions. Additionally, our system processed 49 Interlibrary loans (loans to and from Non-PINES libraries).
- Update on Building Projects:
Stephens: Balance of Stephens County Building Fund at South State Bank: \$89,562.16 as of March 31, 2023. A invoice for a new circulation desk countertop remains outstanding.

White: Members of the White County Library building and fundraising committees have had positive discussions with the White County Board of Commissioners regarding a new library building in Cleveland. The county has purchased land and hired an architect (Jeff Crocker of BCA Studios) for the library design. Last week we met with Cortney Orme of Vivre Interiors who worked with BCA Studios on the Hall County Library downtown building renovation. She will be creating schematic designs for a new library in Cleveland that will be included with our capital outlay funding application that will be submitted to Georgia Public Library Service (GPLS) by June 30.





No Unfinished Business

New Business:

- A. Minutes for the January 24, 2023 regular meeting were approved. (Erbele, Cox)
- B. Cumulative FY2023 Report. January 1 – March 31, 2023
 - 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.
 - NEGRLS's Cash Balance as of March 31, 2023 is \$202,945.98 and the balance of the CD at Pinnacle Bank is \$209,456.63. NEGRLS also has a 6 mos. CD at Traditions Bank for \$250,000 that matures on May 16, 2023 (0.75% interest rate).
- C. Affiliate Library Quarter 3 Cash Fund Balance Report was approved. (Buchel, Erbele)
- D. Closed Session convened at 10:18 AM– Personnel Committee report of Director's annual performance evaluation.

Back in open session at 10:28 AM – the Director's annual performance evaluation was reviewed and accepted (Stueck, Cox)

- E. FY24 Budget and Salary Proposals and Approval
 - The Georgia State Budget for FY24 includes an increase to the materials grant from \$.60 to \$.70 per capita (\$5,202 increase) and a \$2000 COLA (\$12,763 increase) for state-paid employees. These increases are reflected in NEGRLS's FY24 budget, but all other state grant amounts reflect FY23 state allocations. Although, the budget has not yet been signed by the Governor, this increase to materials and COLA funding is expected to remain in the final budget. When final state grant allocation numbers are released, it may be necessary to revise this budget at the July meeting.
Motion to approve the budget as submitted was approved. (Erbele, Gillespie)
 - The COLA increase received from the state by NEGRLS will be a \$2000 salary increase plus benefits (\$2,552.60) for five employees. Proposed salaries for four Regional Library employees reflect this increase while the proposed salaries for the two Toccoa-Stephens County Library employees reflect a \$1000 COLA increase plus benefits (\$1,276.30) as well as a 2% merit increase to their base





salaries. The increases for the Toccoa-Stephens County employees was approved by their local library board on March 23, 2023.

Motion to approve the Salary Proposals was approved. (Martin, Erbele)

F. FY 2024 Signature Authority - motion to grant Director Knight signature authority was approved. (Martin, Williamson)

G. Central Library designation and Toccoa-Regional Partnership Agreement

Toccoa-Stephens County Library is currently designated as the Central Library of Northeast Georgia Regional Library System. In anticipation of a library building project in White County, NEGRLS should change the Central Library designation to White County Public Library-Cleveland for the library to take advantage of priority state capital outlay funding for a new Cleveland Library. NEGRLS will continue to provide salaries for two Toccoa-Stephens County Library staff through the state salary grant through a revised Partnership Agreement.

- Motion to name Cleveland as the Central Library Designation was approved (Martin, Williamson)
- Motion to continue the Toccoa-Regional Partnership Agreement was approved. (Erbele, Buchel)

H. Commitment to lease space from White County Public Library for Regional Services

White County Board of Commissioners has requested a commitment from the Regional Library Board to lease office space in a newly constructed library building in Cleveland.

- Motion for the Northeast Georgia Regional Library Board to commit to lease space from White County Public Library for Regional Services was approved. (Williamson, Cox)

I. Revision to the Reconsideration of Library Materials Policy was approved as amended replacing the word "urges" with the words "will allow". (Erbele, Cox)





J. Update from Book Mobile/Outreach Project Committee

After a very informative and substantive discussion about Book Mobile/Outreach Project, a motion to proceed with the Book Mobile project was approved. (Stueck/Erbele)

The next Regional Library Board meeting will be Tuesday, July 25, 2023 at 10:00 AM at Cornelia-Habersham County Library.

The meeting adjourned at 11:55 AM.

A vote to approve the minutes will be taken at the July 25, 2023 Regional Library Board meeting.

