



**Northeast Georgia Regional Library System (NEGRS) Board of Trustees Meeting
Tuesday, July 25, 2023, 10:00 AM – Cornelia-Habersham County Library**

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

Absent: White County: Olav Buchel

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

Welcome to new members and visitors: Russell Wash, new member, Toccoa-Stephens County Library Board; Juanita Shope, visitor, Rabun County Library Board.

General system services report and discussion

- Public Service Activity and Technical Services Report: The chart shows the change in public service activity year-to-date (July 1 – June 30) from FY2022 to FY2023. Comparing last fiscal year's activity to the 4th quarter of FY2022, there are areas of increased usage including circulation of print and eBooks, and new patron registration. The Technical Services Report shows a positive net change of 1,736 items to our FY2023 collections with a total of 10,113 additions and 8,377 deletions. Additionally, our system processed 159 Interlibrary loans (loans to and from non-PINES libraries).
- Website – Michael Metzger is working on updating the new Regional Library website hosted by GPLS through Revize. We were told that all the information from our current website would be transferred to the new platform, and it has, but still will require a lot of design work to get it to look how we want. The Regional Board photos and bios are being added to the new website, so please send me your short bio to be included. Russ will schedule a photo with Kase at Toccoa-Stephens County Library.

No Unfinished Business

New Business

- A. Minutes for the April 25, 2023 regular meeting were approved. (Gillespie, Williamson)
 - B. Cumulative FY2023 Report, April 1 – June 30, 2023 was accepted (Erbele, Stueck)
- 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 June 30, 2023 is \$202,973.89 and the balance of the CD at Pinnacle Bank is \$209,456.63. The 6 mos. CD at Traditions Bank has a balance of \$251,221.70 and matures November 16, 2023 (0.75% interest rate).
- C. Affiliate Library Quarter4 Cash Fund Balance Report was accepted (Cox, Williamson)
D. Revised FY2024 Director Salary was approved (Williamson, Gillespie)
- Georgia Public Library Service (GPLS) requires a signed Director Approval form approved by the Regional Library Board. The Director's salary was approved by the Board at the April 2023 meeting but has been revised to reflect the increase to State Health Benefits Plan (SHBP) employer costs that are effective in January 2024.
- E. Revised FY2024 Budget Proposal was approved (Stueck, Erbele)
- The preliminary FY2024 Budget was approved by the Board at the April 2023 meeting to meet the requirement of an approved budget as of July 1, 2023. A revision reflects the FY2024 State Grants allocations to be received through GPLS, and the increased cost of the employer's portion for health insurance benefits. Revisions are highlighted in the chart.
- F. Update from Bookmobile/Outreach project committee
- The bookmobile committee posted a Request for Proposals for custom design of a bookmobile from three Georgia-based vendors. The deadline for proposal submission was July 20 and we received one proposal from American Custom Design Vehicles in Powder Springs. The Bookmobile Committee will hire a vendor with the goal of having a Regional Bookmobile by the end of the calendar year.
 - The penalty for early withdrawal of our CD is three months' interest. The current value of the CD is \$251,221.70 and the penalty would be about \$525.
 - Motion to accept proposal from American Custom Design Vehicles was approved (Williamson, Cox).
 - Motion to use cash available for purchase and customize of van was approved (Cox, Erbele). Discussion made it clear that the Board did not want to cash out the Traditions Bank CD at this time.
- * Motion to post an opening for a driver position and hire a van driver for the book mobile was approved (Gillespie, Wash).
- G. Update on Capital Outlay grant for new Cleveland Library
- White County Library – Cleveland has been included on the Georgia Public Library Service's FY2025 Capital Outlay grant request list for a \$3 million construction grant. It was given the highest funding priority as the Central Library location and will be presented at the next State Legislative session in 2024.





- White: The library building fundraising committee's account balance was \$154,838.97 as of June 30, 2023. The committee has two fundraising events planned: Jeans and Greens on October 21 and a Holiday Tour of Homes on December 2nd.
- Stephens: Balance of Stephens County Building Fund at South State Bank: \$82,517.12 as of June 30, 2023. There are no outstanding invoices from the renovation remaining.

The meeting adjourned at 11:33 AM.

The next Regional Library Board meeting will be Tuesday, October 24, 2023 at 10:00 AM at White County Library - Cleveland.

A vote to approve the minutes will be taken at the October 24, 2023 Regional Library Board meeting.

