



Regional Library Board meeting October 24, 2023 – White County Library – Cleveland

Present: Habersham County: Wanda Dunn, Margie Williamson; Rabun County: Jan Timms, Chair, Pat Stueck, Secretary; Stephens County: Lynn Cox, Tim Martin, Russell Wash; White County: Olav Buchel, Linda Eberle, Vice-Chair, Cindy Williams; Northeast Georgia Regional System: Delana Knight, Director.

Absent: Rabun County: Helen Gillespie

Welcome to new members and visitors: Cindy Williams, new member, White County Library Board; Justin Haynes, visitor, Toccoa-Stephens Library, new manager: Rob Mundy, CPA, Mundy & Company, LLC.

FY 2023 Agreed Upon Procedures (AUP) – Rob Mundy, CPA; Mundy & Company, LLC

- Rob went over the Independent Accountant's Report on AUP for the Northeast Georgia Regional Library System. No citations, no recommendations and Rob declared it a "very clean report."

4. General reports and discussions:

- Public Service Activity and Technical Services Report: The chart shows the change in public service activity year-to-date, July 1 – September 30, 2023. Comparing last fiscal year's first quarter activity to this year's, all areas show decreased usage. A few factors could be contributing to that: Rabun County Library was closed for 13 days in August, NEG libraries have a lower e-book inventory over last year when a grant allowed us to purchase more titles, and wi-fi usage reporting was discovered to have disconnected several times over the past quarter. The Technical Services Report shows a negative net change of 378 items to our FY2024 first quarter collections with a total of 2,480 additions and 2,858 deletions. Our system processed 52 Interlibrary loans in the first quarter (loans to and from non-PINES libraries).
- Website – Michael Metzger and I decided against migrating our regional website to GPLS hosted Revize. The Regional Board photos have been added to the new website, so please send me your short bio to be included.

Building fund updates –

- White: The library building fundraising committee's account balance was \$155,490.89 as of September 30, 2023. The committee has a Holiday Tour of Homes planned for December





2<sup>nd</sup> from 10 AM to 3 PM. Please save the date and watch for more information about this event.

- Stephens: Balance of Stephens County Building Fund at South State Bank: \$71,834.12 as of September 30, 2023.

I will be taking vacation leave beginning Wednesday, October 25 through Tuesday, October 31 and will return to the office on November 1.

No Unfinished Business

#### 6. New Business

- A. Minutes for the July 25, 2023 regular meeting were approved (Erberle, Stueck)
  - B. Cumulative FY2024 Report, July 1 – September 30, 2023 was accepted (Williamson, Erbele)
- 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 September 30, 2023 is \$198,772.06 and the balance of the CD at Pinnacle Bank is \$210,164.13. 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 Quarter1 Cash Fund Balance Report was accepted (Stueck, Wash)
  - D. Update from Bookmobile/Outreach project committee
- Revised Bookmobile Budget proposal
  - Motion to cash out Traditions CD at maturity in November 2023 was approved (Martin, Cox)
  - Motion to open checking account with dedicated bookmobile funds from CD designating Delana Knight as signer on the account and including a debit or credit card was approved (Martin, Cox)
  - Olav, Margie and I have interviewed four candidates for the position of Bookmobile & Outreach Manager and hope to make an offer in the coming week.



E. Reconsideration of Regional Holiday Leave policy

- 2024 Holiday schedules: NEGRLS's affiliate libraries' annual holiday schedules are in conflict with the Regional System's Holiday policy. I want to get all libraries in compliance with the regional policy but that presents a particular challenge in White County. White County library employees are employed by the County with the exception of the library managers. As the employer, the County closes the library on the holidays approved by the County which exceed the number of paid holidays allowed by the Regional policy. With that in mind, I am proposing a revised Holiday Policy that aligns with the State of Georgia's approved holidays and closures. This will give all of our libraries more flexibility with holiday time off and will bring White County libraries in compliance with both White County's and the Regional Library's holiday policies.
- Full and part-time staff will receive no pay for Saturday closures that are combined with approved holidays.
- **Holidays:** The Regional Services Office shall be closed on the following days: January 1; Martin Luther King Day; National Memorial Day; Juneteenth; July 4; Labor Day; Thanksgiving and the following day; and Christmas Eve and Christmas Day (December 24 and 25). When an approved holiday occurs on Saturday, the Regional Services Office shall be closed on Friday and Saturday. When an approved holiday occurs on Sunday, the Regional Services Office shall be closed on Saturday and Monday. The holiday schedule may be modified at the discretion of each county board. The Regional Services Office must be notified of all modifications. Full-time staff members will receive full pay for the above holidays. Part-time staff members will receive no pay for holidays unless explicitly allowed in affiliate policy.
- **A motion to approve the new holiday leave policy, as noted above, was approved.**  
(Williamson, Dunn)

The meeting was adjourned at 11:09 AM.

The next Regional Library Board meeting will be Tuesday, January 23, 2024 at 10:00 AM at Clarkesville-Habersham County Library.

A vote to approve the minutes will be taken at the January 23, 2023 Regional Library Board meeting.

