



**Northeast Georgia Regional Library Board of Trustees Meeting
February 3, 2026 – 10:00 AM White County Public Library - Helen**

The meeting was called to order by Chairman Linda Erbele at 10:00AM.

Present: Rabun County: Jan Timms (Zoom); Stephens County: Lynn Cox, Russell Wash; White County: Annette Dixon, Olav Buchel, Chairman Linda Erbele; Habersham County: Wanda Dunn; Delana Knight, Director Northeast Georgia Regional Library System.

Absent: Rabun County: Pat Stueck

3. General reports and discussion

- Public Service Activity and Technical Services Report: The chart showed the change in public service activity year-to-date, October 1, 2025 to December 31, 2025. With the exception of Physical item circulation, which is down by 1.4%, all statistics showed increased usage. The Technical Services Report showed a positive year to date net change of 387 of items to our FY2026 collections with a total of 4,343 additions and 1,128 deletions. Our system processed 52 Interlibrary loans in FY2026 (loans to and from Non-PINES libraries).
- Bookmobile: Circulation, patron registrations and programming from the bookmobile were included in the Public Activity Report and account for 1,019 circulations, 10 new patrons, and 3,974 patrons attending programs in Q2. Additionally, 170 books have been added to the bookmobile collection this quarter. This quarter the Bookmobile traveled 1,597 miles for an average of 532 miles per month.
- Library Day at the Georgia Capitol has been set for Monday, March 9, 2026. Shantelle Grant of Toccoa-Stephens County Library has been named Georgia Public Library Employee of the Year and will be honored at Library Day. Additionally, we will hold a local celebration for Shantelle on March 19, 2026.

4. New Business

A. Minutes – October 28, 2025

A motion was made and approved to accept the minutes.(Cox, Wash)



B. Cumulative FY2025 Report, October 1, 2025 – December 31, 2025

- Miscellaneous income included telecom reimbursement (VoIP, DeepFreeze, LibData), Toccoa partnership, Toccoa employee health insurance premium, reimbursements for materials and technology, and Georgia Public Library Service (GPLS) broadband reimbursement.
- NEGRLS's Cash Balance as of December 31, 2025, was \$226,053.68. We do not have a balance update on the CD opened on October 10, 2025 at First Citizens Bank. It had a starting balance of \$213,662.82 at 3.5% for 12 months. The checking account at Traditions Bank for the Bookmobile had a balance of \$94,577.48 as of December 31.

A Motion was made to accept the Cumulative FY2025 Report, October 1, 2025 – December 31, 2025. (Buchel, Dixon)

C. Affiliate Library Quarter 2 Cash Fund Balance Report

A motion was made to accept the Affiliated Library Quarter 4 Cash Fund Cash Balance Report. (Timms, Cox) The motion passed.

D. Nominate a Slate of Officers to begin terms in July (vote in April)

A motion was made to nominate the same officers for another year. (Cox, Buchel) Motion passed.

E. Select Personnel committee for Director Annual Performance Evaluation

The Chairman appointed Stueck, Erbele, and Dunn to the Personal committee for the Director Annual Performance Evaluation.

F. TRS Sick Leave Policy for part-time employees

The Teacher Retirement System (TRS) of Georgia requires all library employees who work at least half-time (20 hours per week) to participate in the program. TRS-eligible employees may accrue unused sick leave as service credit toward retirement **only if** paid sick leave is provided under their affiliated library's personnel policies. Confusion regarding the application of this rule to part-time employees has resulted in TRS sick leave credit being awarded in some cases where paid sick leave was not authorized under the applicable affiliated library policy.



A motion was made to make the Regional Sick Leave Policy for part-time employees aligned with the Teacher Retirement System.(Dunn, Cox)

6. Unfinished Business

F. Social Media Policy update

A Social Media policy for staff has been requested by a library board member to set guidelines for the professional and personal use of social media by library staff as representatives of the library. The committee will recommend a policy for Board approval.

A motion was made to accept the committee's recommended policy(attached) (Wash, Buchel).

G. Discussion of Process for Comprehensive Update of the Regional Policy Manual

The Regional Policy Manual has undergone several individual policy revisions over the past five years; however, it has not been comprehensively reviewed or updated in many years. Some policies have remained unchanged since 2010. Additionally, some newly adopted policies have not been integrated into the policy manual as a whole. The Board will discuss its preferred approach for updating the Regional Policy Manual—either through a section-by-section review or a full revision of the document.

The Chair appointed a Policy Manual Committee to work on the Regional Policy Manual. (Erbele, Cox, Timms)

The next Regional Library Board meeting will be Tuesday, April 28, 2026 at 10:00 AM at Toccoa-Stephens County Public Library.

A vote to approve the minutes will be taken at the April 28, 2026 Regional Library Board meeting.

