

MINUTES
AZALEA REGIONAL LIBRARY SYSTEM BOARD OF TRUSTEES

August 11, 2022

The Azalea Regional Library System Board of Trustees met at the Morgan County Library on April 21, 2022, at 1:00 pm.

The following individuals were present:

Trustees:

Eatonton-Putnam County Library: Gail Farmer, Patricia Hurt, Stanley Lines, Mike Mize

Greene County Library: Patt LaBarre, Cornelia Lowery, Anita McCoy, Deborah Moore, Mary Lou Noonan, Emma O'Neal, Carroll Slusher

Jasper County Library: John Stork

Monroe-Walton County Library: None

Morgan County Library: Melissa Sikorski, Linda Thoman, John Wade

O'Kelly Memorial Library: Nancy Curry, Dana Russell

Sparta-Hancock County Library: Jane Braxley, Mary Lacksen, Rhunette Lewis

W. H. Stanton Memorial Library: Penny Keener

Walnut Grove Library: None

Library Staff: Stacy L. Brown, Allison Clark, Nancy Condon, Ivy Corder, Aria Higginbottom, Ashley Pearson

Others: Amanda Wilkson

Excused absences:

Eatonton-Putnam County Library: Lynn Hobbs,

Greene County Library: n/a

Jasper County Library: J. Ross Hays, Amy Wade, Margaret Watson

Monroe-Walton County Library: Susan Blair, Marc Hammes, Ansley Holder, Lynn Laird, Peggy Leicht, Lynn Warren, Laura Webster

Morgan County Library: Madalyn Atkinson, Eula Colbert, Hiram Johnston

O'Kelly Memorial Library: Ruth Colquitt, Charlotte George, Lisa Luttrell, Terry Raiford, Vicki Smith

Sparta-Hancock County Library: Rick Joslyn, Angela Lawson, Belinda Peebles

W. H. Stanton Memorial Library: Jessica Hutcheson, Ashley Johnson, Joan McMillan, Gina Morton

Walnut Grove Library: Tim Baker, Greg Bullock, Don Cannon, June Pringle, C. Brad Stewart, Sarah Tuchscherer, Lisa Whitehead

A quorum of libraries was present. The meeting was called to order at 1:04 pm by S. Brown.

Motion 1: April 21, 2022, Minutes Approved

A motion was made by L. Thoman to accept the minutes of the April 21, 2022, meeting. The motion was seconded by J. Wade and passed with a unanimous vote.

A. Wilkson presented the audit report for Fiscal Year 2021 to the Board and answered questions. Trustees accepted the audit as presented. S. Brown discussed the financial reports for the fourth quarter of Fiscal Year 2022 and answered Trustees questions.

Motion 2: Financial reports for 4th Quarter FY 2022 Approved

A motion to approve the financial reports for the third quarter of FY 2022 was made by M. L. Noonan. The motion was seconded by A. McCoy and passed with a unanimous vote.

S. Brown presented her Executive Director's Report to the Trustees. Summer Reading programs were well attended and everyone was happy to see families in the libraries for in-person programming again. Holly Jarrell retired at the end of June 2022 and S. Brown plans to have a replacement for her position soon. In addition, Charles Rigsby, the system's IT Manager, has announced plans to retire in fourteen months and plans are being developed to ensure a smooth transition. The application for state aid for the new O'Kelly Memorial Library has been submitted. Smart Axxess holds pick-up lockers have arrived and installation is complete. The smart lockers allow patrons to securely pick up their hold items before

and after library hours. S. Brown requested additional funding from the library system's funding agencies this year, primarily for staff wage increases. She was very happy and grateful that the requested increases have been granted by each county, so far.

Under Old Business, S. Brown discussed expansion plans for the Regional Headquarters Office. She has reached out to an architectural firm that has completed analyses for the system before and has extensive knowledge in library design. She is hoping to get on their schedule to conduct a study in the near future.

Under New Business, S. Brown informed Trustees that the date for the October Regional Board meeting conflicts with the state library conference. She asked that Trustees move the October meeting to Thursday, October 20, 2022.

Motion 2: October Board Meeting Date Change Approved

A motion to move the October Regional Board meeting date to Thursday, October 20, 2022, was made by J. Braxley. The motion was seconded by L. Thoman and passed with a unanimous vote.

Final budgets for Fiscal Year 2023 were presented to the Board for discussion and approval. Tentative budgets were passed by the Board in April 2022. S. Brown and A. Clark highlighted the areas and line items that have been updated or changed since April and answered Trustee questions about the budgets.

Motion 3: Final FY 2023 Budgets Approved

A motion to approve the final FY 2023 budgets for the Regional Office and each Member Library was made by J. Stork. The motion was seconded by C. Lowery and passed with a unanimous vote.

Trustees discussed engaging accounting firm Bates Carter for the system's financial audit in FY 2023.

Motion 4: Engagement of Bates Carter Approved

A motion to engage Bates Carter for a complete financial audit in FY 2023 was made by M. L. Noonan. The motion was seconded by L. Thoman and passed with a unanimous vote.

S. Brown and Trustees discussed Policy and Personnel Manual changes. Changes to the layout and table of contents of both manuals were proposed, as well as several global edits, word corrections, and removing the acknowledgement receipt forms. Two policy changes in the Policy Manual were also proposed. In the Personnel Manual, job description updates and personnel policy changes were proposed.

Motion 5: Personnel Manual, Job Description Updates Approved

A motion to approve the changes to eight job descriptions in the Personnel Manual was made by M. Mize. The motion was seconded by G. Farmer and passed with a unanimous vote.

Motion 6: Policy Manual Changes and Select Personnel Manual Changes Approved

A motion was made by M. Mize to approve the Policy Manual changes, including global edits, layout changes, word corrections, acknowledgement receipt form, and updates to two policies. The motion was amended by D. Russell to add approving global edits, layout changes, and removing the acknowledgement receipt form in the Personnel Manual. The proposed changes to the Personnel policies, along with suggestions by Trustees for those policies, will be vetted by an attorney and brought back to the Board at a future meeting. The motion as amended was seconded by L. Thoman and passed with unanimous vote.

There were no Public Comments.

Motion 7: Meeting Adjourned

A motion to adjourn the meeting at 3:01 pm was made by J. Wade. The motion was seconded by J. Braxley and passed with a unanimous vote.

The next Regional Board meeting will be Thursday, October 20, 2022, at 1:00 pm.

Minutes were prepared and submitted by Nancy Condon.