

**Mountain Regional Library System
Board Meeting of Trustees
Mountain Regional Library
Wednesday, November 18, 2020, 10 a.m.**

I. Call to Order and Welcome – Paula Whitehead, Chairman

Members present - Paula Whitehead (T), Joan Crothers (T), Kathy Tickner (F), Karan Harper (F).

On Zoom: Holly Tiger (T), Trish Allen (U), Joan Mannheim (U), Carol Crawford.

Members absent: Dionne Berrong (T), Stacey Head (U), Kaye McCann (U), John Turner (F).

Staff Present: Heath Lee, Director and Vicki Adkison-Asst. Director/Business Mgr.

II. Amendments to Agenda: There were none.

III. Adoption of Agenda: Motion was made by Kathy Tickner to accept; seconded by Karan Harper and passed.

IV. Minutes: The minutes of the August 12, 2020 meeting were sent by email. Kathy Tickner made a motion to approve them; seconded by Karan Harper and passed.

V. Public Comments: None

VI. Items to be discussed

a. New Business:

- i. New Regional Board Member Carol Crawford was welcomed.
- ii. FY20 AUP results: Vicki discussed and said one finding was an inadequate separation of duties, another was the inability to share financial data with Board of Trustees, and the last finding was the result of late payments to benefits providers. All have been corrected for FY21 .
- iii. MRLS Financial Analysis FY08-FY20 Results: Patty Alligood was the person who originally set up the Blackbaud financial system for MRLS and she worked with Vicki to go back over the past 12 years of Blackbaud financial data. MRL/TCL expenses were higher than the other branches in the system because of paying staffing and utilities, etc. for their two buildings (Towns County & MRL). The “books” have been corrected. Uniformly accepted accounting and bookkeeping practices have been implemented to eliminate further financial recordkeeping issues. Motion (1) was made by Trish Allen to do the following with the unreserved fund balance (\$168,793.46): TCPL starts at 10% of total unreserved fund balance; FCPL at 52% of remaining balance after allocating 10% of total to TCPL; UCPL at 48% of remaining balance after allocating 10% of total to TCPL; motion was seconded by Paula Whitehead and passed.
Motion (2) was made by Joan Mannheim to close MRL to the public until T.C. Commissioner has finalized his budget for Calendar year 2021. The BOT gives Director Lee the power to make a decision on reopening prior to the next scheduled trustee meeting; seconded by Karan Harper and passed.
- iv. Proposed Changes to MRLS Meeting Area Policy: This was discussed last month with no additional changes brought up this month.
- v. Proposed Changes to Credit Card Use Policy
- vi. Proposed Changes to Personnel Policy
- vii. Changes to MRLS Constitution and By-Laws
Holly Tiger made a motion to approve iv. v. and vi; seconded by Trish Allen and passed.

VII. Chairman’s Report—Paula Whitehead, Chair:

The gift (pin & scarf) the board bought for Claudia was mailed and Vicki was given a gift card, along with much appreciation to both of them. The State required yearly Director Assessment form is due, and Chair formed a committee for this: Holly Tiger, John Turner, Kaye McCann, and herself.

VIII. Library Director's Report—Heath Lee:

BOAZ contract will expire in six months and Lee will evaluate the possibility of reopening the IT Coordinator position sometime after 2/1/21.

Employee Assistance Program: MRLS has a yearlong contract with ESPYR to be the provider of this program for all of the staff and family members.

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Fannin Co. Library Update: Sometime in the first quarter of 2021, Fannin County government should decide what they will do with the Whitepath building. This will determine what FCPL can do.

ADP: Beginning in December, the payroll for all MRLS employees will be processed by ADP. The State of Georgia requires payments twice/month.

MRLS 1st Quarter Regional Stats: See attached file. Current and accurate statistics over a number of areas will be collected beginning FY21 for state compliance, year-to-year comparisons, and understanding strengths and opportunities.

X. Finance Report -Vicki Adkison: MRLS FY21 1st quarter Finance Report was discussed.

XI. Personnel Report: Troy Smith, IT Coordinator, was hired in August 2020 and he resigned in September 2020.

XI. Adjournment 12:30 p.m.

Motion to adjourn was duly made.

/s/Joan Crothers, Secretary