

Mountain Regional Library System Board of Trustees Meeting
Location: Union County Public Library, Blairsville, GA
Wednesday, October 26, 2022 10:00 a.m.

“Minutes Approved”

The meeting was called to order by Chair Patricia Allen at 10:00 a.m. Present: Board Members Patricia Allen (U), Stacy Head (U), Kaye McCann (U), John Thompson (F), Kathleen Tickner (F), Shirley Miller (T), Jim Reynolds (T), Judy Slaton (T), Paula Whitehead (T); two officers from City of Blairsville Police Dept. Absent: Carol Crawford (F), Nick Wimberley (F), Devan Mahan (U).

Public Comments: None.

Adjustments to Agenda: None. A motion was made by Kaye McCann to adopt the agenda; the motion was seconded by John Thompson; all were in favor; none were opposed.

Adoption of July 27, 2022 Meeting Minutes: John Thompson stated that, in the July meeting minutes in “Old Business”, the size of the proposed new FC library facility was listed as 10,500 sq. ft., but should be corrected and listed as 10,400 sq. ft. A motion was made by Judy Slaton to adopt the July 27, 2022 Meeting Minutes as amended; the motion was seconded by Shirley Miller; all were in favor, none were opposed.

Old Business: Director Lee reviewed with the Board the conceptual drawings of the new FC library facility; the drawings had been approved by the local FC Library Board on October 20, 2022. Issues discussed were: parking spaces, the reconfigured multi-purpose area, the heritage room and study areas, circulation desk on second floor, no atrium, outside drive, etc.

Mr. Lee stated that the FC Library Foundation was working on by-laws, and would soon be ready to order marketing and fund-raising materials for the new library project.

New Business: Director Lee reported that the contract received from GPLS for the FC Library Building Project is very similar to a contract for a simple MRR project, such as the HVAC projects or the parking lot project. MRR will be \$1.3 million, the State (David Ralston, Speaker) will provide \$1.3 million; two contracts will need to be signed. Due to the contracts having different clauses, one concerning the FC Library Trustees’ oversight of the project, Lee plans to contact the FC Commissioners to set up a meeting with them and the county attorney, so that the requirements of the parties are clear. Another issue is the \$100K contribution to the project, and if it will come from Fannin County funds.

Oversight of the project was discussed; Lee reminded the Board that the FCPL local board will have oversight of the planning and construction, and the MRLS regional board will have oversight of the financial issues. Fannin County will front funds and send invoices to HQ to Vicki Adkison; she will apply for reimbursement. Lee recommended not signing the contracts now, as many of the details are unclear, and FC will not have title to the project location until BOE is out of the building after the first of the year. Per Lee, Fannin County has indicated that they intend to put forth an RFQ (request for quote) for construction and design; the FC attorney has not contacted Lee regarding the RFQ.

Director Lee reported that the revised MRLS Collection Development Policy had been reviewed by each of the local library boards, and there had been no suggested changes. A motion was made by Kathleen Tickner to adopt the revised MRLS Collection Development Policy; the motion was seconded by Stacy Head; all were in favor, none were opposed.

Mr. Lee stated that the proposed MRLS Video Policy had also been reviewed by each of the local library boards. A motion was made by Kaye McCann to adopt the proposed MRLS Video Policy; the motion was seconded by Paula Whitehead; all were in favor, none were opposed.

The Regional Board reviewed the Closed Dates schedule for CY2023:

1/1/2023 – New Year’s Day (observed on Monday, 1/2/2023)
1/16/2023 – MLK, Jr. Day
5/29/2023 – Memorial Day
7/4/2023 – Independence Day
9/4/2023 – Labor Day
10/9/2023 – Staff Development Day (not a holiday)
11/11/2023 – Veteran’s Day (observed on Friday, 11/10/2023)
11/22/2023 – Wed. before Thanksgiving
11/23/2023 – Thanksgiving Day
11/24/2023 – Friday after Thanksgiving
12/24/2023 – Christmas Eve, Sunday, Closed (observed on Wed., 12/27/2023)
12/25/2023 – Christmas Day
12/26/2023 – Additional Christmas Holiday

A motion was made by John Thompson to approve the Closed Dates schedule for CY2023; the motion was seconded by Judy Slaton; all were in favor, none were opposed.

Chairman’s Report: Chair Patricia Allen thanked all the Board members for coming to the meeting.

Library Director’s Report: Mr. Lee reminded the Board of important upcoming dates: Annual System Financial Audit on November 14th, Trustee Training to be held at Union County Library on November 16th, and the Thanksgiving and Christmas holidays.

Regarding the MRLS FY23 General Usage Statistics, Lee reported that most of the categories, i.e. attendance, circulation, programs, etc., had shown increases in the FY23 1st Quarter.

Finance Report: Vicki Adkison reviewed with the Board the MRLS FY23 1st Quarter Finance Report, and answered questions from the Board. Ms. Adkison stated that MRLS had left the previous financial software Blackbaud, and had been on MIP software for a year now. The financial reports are detailed to inform the Board of MRLS’ financial status. Regarding revenues from funding sources, the counties have been asked for a 10% increase for 2023; the other funding sources, the cities, will also be asked for a 10% increase for 2023. Ms. Adkison stated that she has been sending reports to the auditor in preparation for the annual audit scheduled for November 14th.

Adjournment: A motion was made by Kathleen Tickner to adjourn the meeting; the motion was seconded by Paula Whitehead; all were in favor, none were opposed. The meeting was adjourned at 10:49 a.m.

Patricia Allen, Chair