

**Mountain Regional Library System Board of Trustees Meeting**  
**Fannin County Welcome Center Blue Ridge, GA**  
**Wednesday, January 24, 2024 10:00 AM**

Call to Order: The meeting was called to order by Chair Paula Whitehead at 10:00 a.m. Present were: Board members Paula Whitehead (T), Jim Reynolds (T), Mike Sullivan (F), Nick Wimberley (F); MRLS staff Heath Lee, Vicki Adkison, Susan Shook.

Absent: Board members Kaye McCann (U) and Patricia Allen (U).

Public Comments: None.

Adjustments to Agenda: Director Lee stated that Adoption of the August 4, 2023 MRLS Called Meeting Minutes should be added to the Agenda; Lee also asked that (vi.) Discussion of E-rate Broadband Service Bids be added to the Agenda as part of New Business.

Adoption of Agenda: A motion was made by Nick Wimberley to adopt the agenda as adjusted; the motion was seconded by Jim Reynolds; all were in favor, none were opposed.

Unfinished Business: Director Lee announced that most of the MRLS office redesign project was completed in December (with photos in the meeting packet); remaining tasks: new security, carpet in offices, painting, should be totally finished by mid-February.

RE: FC Library Project, Lee stated that, at the FCPL Board Meeting, the members had shared ideas about creating more space in the new facility, opportunity for growth, how to utilize funds, and how to best move forward.

New Business: Lee proposed that the Annual Staff Development Day be changed from Columbus Day to Monday, May 6, 2024, so as not to conflict with the Director Meeting. A motion was made by Jim Reynolds to change the SDD as proposed; the motion was seconded by Nick Wimberley; all were in favor, none were opposed.

Lee discussed with the Board the tentative MRLS Confidentiality Policy regarding confidential records, their handling, protection, and disclosure. A motion was made by Nick Wimberley to adopt the MRLS Confidentiality Policy; the motion was seconded by Jim Reynolds; all were in favor, none were opposed.

Mr. Lee discussed with the Board the tentative MRLS Security Cameras Policy, reviewing library workplace scenarios when the policy may be needed. A motion was made by Mike Sullivan to adopt the MRLS Security Cameras Policy; the motion was seconded by Nick Wimberley; all were in favor, none were opposed.

Lee reviewed with the Board several Proposed Changes to the MRLS Personnel Manual:

Paid Holidays for Staff, within eligible guidelines:

New Year's Day (January 1<sup>st</sup>)

Martin Luther King, Jr Day (3<sup>rd</sup> Mon. in January)

Memorial Day (last Mon. in May)

Independence Day (July 4<sup>th</sup>)

Labor Day (1<sup>st</sup> Mon. in September)

Veterans Day (November 11<sup>th</sup>)

Thanksgiving Day (4<sup>th</sup> Thurs. in November)

Day after Thanksgiving (4<sup>th</sup> Fri. in November)

Christmas Eve (December 24<sup>th</sup>)

Christmas Day (December 25<sup>th</sup>)

Day after Christmas (December 26<sup>th</sup>)

Proposed Changes: REMOVE—Wed. before Thanksgiving;  
ADD -- Columbus Day (2<sup>nd</sup> Mon. In October);  
CLOSED – Presidents Day (3<sup>rd</sup> Mon. in Feb, PINES update; Admin Leave for all employees).

Proposed Changes: Employees working 40 hrs/wk will still receive 8 hrs of holiday pay.  
Employees working 30-39 hrs/wk will also receive 8 hrs of holiday pay.  
Employees working 20-29 hrs/wk will receive 6 hrs of holiday pay.  
Employees working less than 20 hrs/wk are not eligible for holiday pay.

Proposed Change: MRLS will provide a reimbursement for fitness center memberships to all employees as budgets allow. Qualifications of a reimbursement and the amount shall be determined by MRLS Administration. Any adjustments to approved reimbursement amounts will be reported to the MRLS Regional Board. MRLS encourages its employees to take advantage of this benefit.

Current: As a public agency, MRLS is subject to the Georgia Open Records Act (O.C.G.A. SS 50-18-70 et seq.). . .

Proposed Change: Please refer to the MRLS confidentiality Policy for further information.

A motion was made by Jim Reynolds to adopt all the aforementioned Proposed Changes to the MRLS Personnel Manual; the motion was seconded by Mike Sullivan; all were in favor, none were opposed.

FY23 MRLS Audit Results: director Lee reviewed highlights of the FY23 MRLS Audit Results, and said that, for the first time in MRLS recent history, there were NO financial procedural findings in the annual financial audit. Lee commended Vicki Adkison for her excellent work.

USAC E-Rate Broadband Service Bids: Lee gave a summary of the E-rate bids for FY25 from ETC, Windstream, and BRMEMC. BRMEMC had supplied all required documents on time, and had met all RFP requirements, while supplying the most competitive rates. A motion was made by Nick Wimberley to award the E-rate contract to BRMEMC; the motion was seconded by Jim Reynolds; all were in favor, none were opposed.

Library Director's Report: Director Lee reported that currently all staff positions are filled. The December staff retreat was a time for reviewing ideas and procedures, and looking forward to a new year. Lee stated that reimbursements from USAC ECF were used to buy Chromebooks for trustees and staff. Reimbursement from Georgia Dept. of Revenue was overpayments of owed taxes from several years ago. Lee reviewed with the Board upcoming dates of importance.

Finance Report: Assistant Director Vicki Adkison reviewed with the Board the detailed MRLS FY24 2<sup>nd</sup> Qtr Finance Report. She answered questions regarding figures on the report, and stated that the system is in good financial condition.

Adjournment: A motion was made by Nick Wimberley to adjourn the meeting; the motion was seconded by Mike Sullivan; all were in favor, none were opposed. The meeting was adjourned at 11:40 a.m.

---

Paula Whitehead, Chair