

Mountain Regional Library System Board of Trustees Meeting
Union County Public Library – Blairsville, Ga
Wednesday, May 31, 2023 10:00 a.m.

Call to Order: The meeting was called to order by Chair Patricia Allen at 10:05 a.m. Present were: Board members Patricia Allen (U), Stacy Head (U), Nick Wimberley (F), John Thompson (F), Paula Whitehead (T), Shirley Miller (T), Carol Crawford (F), Kaye McCann (U) Jim Reynolds (T); MRLS staff Heath Lee & Vicki Adkison. Absent: Kathleen Tickner (F) & Devan Mahan (U).

Proposed Adjustments to Agenda: The agenda was amended to include approving the Financial Assistant having access to the bank information.

Adoption of Agenda: A motion was made by Carol Crawford to adopt the agenda as amended; the motion was seconded by Paula Whitehead; all were in favor.

Public Comments: There were no public comments.

Adoption of February 8, 2023 Meeting Minutes: A motion was made by Kaye McCann to adopt the February 8, 2023 Meeting Minutes; the motion was seconded by Jim Reynolds; all were in favor, none were opposed.

Adoption of February 8, 2023 Executive Committee Meeting Minutes: A motion was made by Carol Crawford to adopt the February 8, 2023 Executive Committee Meeting Minutes; the motion was seconded by Paula Whitehead; all were in favor, none were opposed.

Unfinished Business: RE: Fannin Building Project MOU Update, Director Lee reported that the MOU documents had been bounced between Ann Pickett (attorney for FCPL) and Lynn Doss (attorney for Fannin County). MRLS is waiting the approval of the County Commissioners to move forward.

New Business:

RE: Approval of FY4 MRLS Board Meeting Dates. Prior to the meeting, Heath Lee sent to the Board, the recommended dates for the MRLS Board meetings in FY24. The dates were discussed. A motion was made by Jim Reynolds to accept the dates recommended. The motion was seconded by Kaye McCann. All were in favor, none were opposed.

RE: Approval of changing Operating Days and Hours for MRL. Heath Lee made a recommendation to change the MRL Operating Days and Hours from Monday, Wednesday and Friday 9:00am – 5:00pm to Monday, Tuesday, Wednesday and Thursday 10:00am – 5:00pm. There was discussion of the pros and cons. A motion was made by Stacy Head to make the change to days and hours. The motion was seconded by Paula Whitehead. All were in favor, none were opposed.

RE: Approval to Sale Library's Dodge Minivan. Heath Lee made a recommendation to sale the Library minivan explaining it was over 20 years old and a safety hazard for the employees to drive. It will save us money on insurance, etc. while we continue to save to buy another vehicle. A motion was made by John Thompson to sale the van. The motion was seconded by Carol Crawford. All were in favor. None were opposed.

RE: Approval of FY24 MRLS Operating Budget. Heath Lee and Vicki Adkison went over the FY24 Budget with the members, discussing the revenue and expenditures for each of the library branches. A motion was made by Kaye McCann to accept the FY24 Budget as submitted. The motion was seconded by Shirley Miller. All were in favor. None were opposed.

RE: Approval of the Director to have signatory authority. Heath Lee recommended to the Board to approve giving him signatory authority to handle the day to day business of the libraries much the same as they have done for the three years. A motion was made by Carol Crawford to give Heath signatory authority. The motion was seconded by Paula Whitehead. All were in favor. None were opposed,

RE: Approval of Proposed Changes to the MRLS Constitution and ByLaws. Heath Lee requested the Members consider changing the MRLS Constitution and ByLaws to have the MRLS Board to consist of only the Chair and Vice Chair from the Local Boards thus changing the number of Board members from 12 to 6. This would make it easier to track and fill the positions yearly. Heath Lee advised he had already reached out to the funding agencies and they agreed it would be easier for them to fill positions. A motion was made by Kaye McCann to change the MRLS Constitution and ByLaws as recommended by Heath Lee. The motion was seconded by Jim Reynolds. All were in favor but John Thompson who abstained. None opposed.

RE: Recommendation to approve allowing Barbara Dahncke (Financial Assistant) to have access to MRLS banking. Vicki Adkison advised the Board, in preparation of her retirement, MRLS had hired Barbara Dahncke as the Financial Assistant in hopes that she would move into the position of the Budget Manager when Vicki retired. During training, Barbara will need to have full access to banking; including, but not limited to, writing checks and approving the transfer of money. A motion was made by John Thompson to approve Barbara Dahncke as requested by Vicki Adkison. The motion was seconded by Jim Reynolds. All were in favor. None were opposed.

Chairman's Report: Chair Allen had no information to report.

Director's Report: Director Heath Lee discussed staff and branch updates advising the members Susie Brendle would be retiring as of May 31st and Marlene Cannon, currently the Branch Manager for Towns County Libraries, will be stepping in as the Union County Branch Manager. Heath also advised beginning June 1, 2023 MRLS will begin offering digital streaming content to all patrons via Kanopy. Heath concluded his Director's report by discussing the large amount of grant money he was able to apply for and receive for the system this past year.

Executive Session: The MRLS Chair, Patricia Allen asked for a motion to go into executive session. Jim Reynolds made said motion and Kaye McCann seconded the motion. All were in favor. None opposed.

Finance Report:

RE: MRLS FY23 2nd Qtr Finance Report, Vicki Adkison stated that the individual 2nd Qtr reports had been reviewed at the local board meetings, there had been no changes, and the reports showed each library branch to be in the black. Ms. Adkison reviewed the 2nd Qtr System Income Statement and the 2nd Qtr System Balance Sheet with the Board.

The municipalities of Hiawassee, Young Harris, and Blue Ridge will be asked to increase their funding commitments for FY23. The City of Blairsville did increase theirs.

Adjournment: There being no other business, a motion was made by John Thompson to adjourn the meeting; the motion was seconded by Shirley Miller; all were in favor, none were opposed. The meeting was adjourned at 10:20 a.m.

Patricia Allen, Chair