

Mountain Regional Library System Board of Trustees Meeting
Union County Public Library Blairsville, GA
Wednesday, October 25, 2023 10:00 a.m.

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), Kaye McCann (U), Trish Allen (U); MRLS staff Heath Lee, Vicki Adkison, Susan Shook.

Absent: Board member Nick Wimberley.

Public Comments: None.

Adjustments to Agenda: None.

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

Adoption of July 26, 2023 Meeting Minutes: A motion was made by Mike Sullivan to adopt the July 26, 2023 meeting minutes; the motion was seconded by Kaye McCann; all were in favor, none were opposed.

Unfinished Business: RE: The FC Library facility project, Mike Sullivan reported that he had met with the FC Commissioners for RFP bids to be opened. There had been seven bids submitted; three had been chosen. The FC Commissioners will meet on November 1st to review the three bids. There will be negotiations with the firm who is awarded the contract for design. Then, a request for proposal for construction will be undertaken, and a date posted to be determined. The expected date for the project to be completed is April 2025.

RE: The MRLS Office Renovation Project, work should begin on November 6; the project will be funded by MRR grant funds. When finished, MRL branch manager, MRLS finance assistant, technical services assistant, public services coordinator, and branch staff will have designated working spaces. The expected date for completion is end of December.

New Business: RE: Recommendation to Approve Closed Dates in CY2024, Director Lee reviewed with the Board the proposed closed dates for 2024. A motion was made by Trish Allen to approve the proposed closed dates for MRLS for CY24; the motion was seconded by Jim Reynolds; all were in favor, none were opposed.

RE: Discussion of MRLS Strategic Plan and Priorities, Mr. Lee reviewed highlights of the progress made during the previous 12 months on the Strategic Plan.

RE: Discussion of potential new benefit for MRLS employees: To encourage employees to live a healthy lifestyle, Lee discussed with the Board the possibility of offering reimbursement, for payment of gym membership, to employees. The Board was in favor of providing this benefit.

Chairman's Report: Chair Paula Whitehead thanked the Regional Board members for their participation and support in the matters of the library system.

Library Director's Report: Director Lee reported that, after some turnover of employees, MRLS was fully staffed with 28 employees. MRLS had hosted a very successful Staff Development Day focused on job specifics. Seasoned staff assisted with training for newer employees. Admin staff focused on Human Resources and the State of the System. Two speakers, Dustin Landrum, GPLS Partnerships Director, shared information on strategic partnerships; Dave Shanks, Georgia Homeland Security, spoke on Active Shooter/Dangers Training and Responses. Friends groups of all three counties provided food. Director Lee reviewed upcoming dates of importance and holiday closures.

Finance Report: MRLS Assistant Director Vicki Adkison gave the MRLS FY24 1st Qtr Finance Report. She reviewed with the Board the revenue and expense figures on the Income Statement and the Balance Sheet.

Adjournment: A motion was made by Kaye McCann to adjourn the meeting; the motion was seconded by Jim Reynolds; all were in favor, none were opposed.

Paula Whitehead, Chair