Regional Library Board of Trustees Meeting Minutes
TRRLS- Regional Office
280 S Mahogany St.
Jesup, GA 31546
5:00 PM, Thursday, June 22, 2023

**Trustees present:**
Gwen Bohannon – Brantley
Mary Kay Lindquist – Charlton
Joe Sullivan – Long
Michael Priester – Wayne
Jim Cote (via Zoom) - Wayne
Janet Heath – Woodbine

**Staff present:**
Clint Moxley – TRRLS
Ansley Mock – TRRLS
Kasey Wells – TRRLS
David Dukes – TRRLS
Erica Stembridge – TRRLS
Tammy Goober – Long
Lynn Jones - Brantley

**Public present:**
Christina Benjamin

**Call to Order:** Jim Cote called the meeting to order at 5:09pm.

**Agenda:** Mary Kay Lindquist made a motion to accept the agenda; Gwen Bohannon seconded. No discussion; all approved.

**Minutes:** Janet Heath made a motion to approve the minutes from 03.23.2023; Mary Kay Lindquist seconded. No discussion; all approved.

**Chair Report:** Jim Cote had nothing new to report.

**Financial Report:** Clint Moxley provided the board with the financial report. Joe Sullivan made a motion to approve the financial report; Gwen Bohannon seconded. No discussion; all approved.

**Director’s Report:**
- Clint Moxley informed everyone that Woodbine Public Library has entered into an MOU for 5 years and will be good on funding.
- Clint Moxley informed everyone that our internal courier, Kevin Turner, has retired. His last day was May 30th, 2023. Clint has contacted STAT courier to help assist in finding a replacement.
- Summer reading is in full swing & we are having positive feedback from patrons.
- David Dukes is deploying our tech equipment throughout the region.
- Clint Moxley informed everyone that Ceil & Jenny are still buying books to supply the libraries shelves. We are currently backlogged with orders and shipments since Baker & Taylor were victims of a ransomware attack in August 2022.
- Clint Moxley is reaching out to local funding agencies to establish relationships.

**Member Library Reports:** Board Members were presented with reports from every Library Manager.
Old Business:

- Woodbine has entered into a MOU with Camden County for 5 years. We are guaranteed funding for at least those 5 years.

New Business:

- **Approve FY 2024 Budget for State Grant Award:**
  - Mary Kay Lindquist made a motion to Approve FY 2024 Budget for State Grant Award; Joe Sullivan seconded. No discussion; all approved.

- **Approve FY 2024 Salary and Benefit for Library Director**
  - Joe Sullivan made a motion to Approve FY 2024 Salary and Benefit for Library Director; Janet Heath seconded. The board discussed if the director was being compensated enough based on years of service, all approved.

- **Approve FY 2024 System Services Grants Waiver Request, no longer required**
  - Clint Moxley informed the board that the System Services Grants Waiver was no longer required to be approved.

- **Approve FY 2024 Application for State Aid to Public Libraries**
  - Joe Sullivan made a motion to Approve FY 2024 Application for State Aid to Public Libraries; Gwen Bohannon seconded. No discussion; all approved.

- **Approve FY 2024 Signatory Authority**
  - Joe Sullivan made a motion to Approve FY 2024 Signatory Authority; Janet Heath seconded. No discussion; all approved.

- **Federal Certification Form**
  - Clint Moxley presented the board with the Federal Certification Form

- **Courier Service**
  - STAT courier is in the process in finding a new courier to run our internal route. Members of the staff are currently running it at least once a week.

- **AUP instead of Full Audit**
  - Janet Heath made a motion to approve switching to an AUP in place of full audit; Gwen Bohannon seconded. No discussion; all approved.
  - We will do an AUP for 4 years and on the 5th year do a full audit.

- **Member Fee Increase Request**
  - Joe Sullivan made a motion to approve Member Fee Increase; Mary Kay Lindquist seconded. No discussion; all approved.

- **Central Heating & Air Replacement for Regional Office**
  - Clint Moxley informed the board that we are working on getting a quote from Blue Collar to replace our 4 ton unit.
  - The board asked Clint to get at least a 2nd quote for the air unit and then any amount will be okay.
  - Joe Sullivan made a motion to approve the replacement of our 4 ton unit; Mary Kay Lindquist seconded. No discussion; all approved.

- **Revise Bylaws**
  - Janet Heath made a request to amend the bylaws and add Woodbine Public Library as a member library.

- **Kanopy**
  - Clint Moxley informed the board of a new service we plan to offer to patrons. Kanopy is a digital streaming service. We will be purchasing 3 packages equaling $2,250.

- **SHBP**
  - Clint Moxley informed the board that our SHBP will be going up.
Public Comment:  No public comment.

Next Meeting:  Next regional board meeting will be on Thursday August 24th at 5:00 P.M

Meeting Adjourned: Joe Sullivan made a motion to adjourn the meeting at 6:39pm P.M. Janet Heath seconded the motion. Carried.