

## **Jackson County Public Library**

208 Church St N, Ripley, WV 25271    323 Virginia St. Ravenswood, WV 26164  
Phone:(304) 372-5343 Fax:(304) 372-7935    Phone:(304) 273-5343 Fax:(304)273-5395

# **Jackson County Public Library Board of Trustees Meeting Minutes April 25, 2019 5:30pm Ripley, WV 25271**

### **1.) Call to Order:**

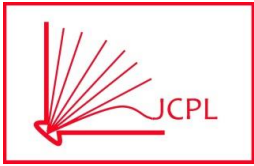
Tandi Martin called the meeting to order at 5:27pm. Paul Francis seconded the motion. Motion passed. Present: Tandi Martin, Jane Cogar, Paul Francis, Marquita McIntyre, Cora Jones, John Faria, Library Director, Jeremy Stover, CPA, Kevin Harris, Of Counsel. Absent: Angela Howard, Ravenswood Branch Manager.

### **2.) Review of Minutes:**

Tandi Martin made a motion to review the minutes. Jane Cogar seconded the motion. The motion passed.

### **3.) Financial Report:**

Jeremy Stover, CPA gave the report. March financials just rolling over. He went over spreadsheet of donated funds. Tandi Martin requested a percentage on the variances. Formal approval of checking activity was recommended. He has to recode an line item from miscellaneous to the actual line item. Mr. Bates is completing the 990 tax return. Director Faria asked Mr. Stover if he



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would be able to make it to the endowments meeting with Mr. Bates on Saturday April 27<sup>th</sup>. Mr. Stover indicated he may not be able to make the endowments meeting.

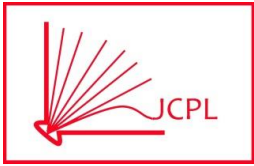
### **4.) Executive Session:**

Jeremy Stover, CPA requested to go into Executive Session to discuss personal issues. The Board went into Executive Session at 5:35pm. No motion was made. Mr. Harris was asked to leave and Director Faria was also asked to leave. Tandi Martin indicated to Mr. Harris that an attorney might be needed. The Board went out of Executive Session at 6:20pm and Mr. Harris and Director Faria were requested to return to the meeting. Tandi Martin informed Director Faria and Mr. Harris that Jeremy Stover, CPA had resigned his position as the Library's Accountant on a consulting basis effective the end of May.

### **5.) Old Business:**

#### **A.) Tri-State Matter**

Mr. Harris indicated that this matter is almost settled. He said that Mr. Lewis, President of Tri-State informed Carlisle that if they do not correct their mistake they could be left out of a big order. Mr. Harris says this should be resolved by the next meeting.



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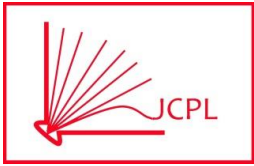
### **B.) Endowments:**

Director Faria reported to the Board that he would be meeting with James Bates, CPA on Saturday April 27, 2019 about the Endowments. Mr. Bates says that he knows the balance breakdown that had been prepared by former Bookkeeper Denise Cox. Director Faria informed the Board that based on the spreadsheet that he was given by Mr. Bates the Library has \$284,000.00 to spend based on the endowment guidelines. The Board was surprised by this amount and indicated that they wanted Mr. Bates to do a presentation on the endowments. Mr. Kevin Harris then started talking about the West Virginia Board of Treasury Investments as a possible financial institution to invest the endowments. The Board indicated they would like to speak to them at some point. Ms. Cora Jones indicated that based on her conversation with Mr. Murray a financial consultant that the library keep control of the endowments themselves.

### **6.) New Business:**

#### **A.) WVLA Spring Fling Presentations**

Director Faria reported to the Board about presentations made by Carla Long, Circulation Supervisor, Ripley and himself



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at the Conference. Carla presented on Mini-Con and Director Faria presented on Reading to Adults. These presentations were well received and brought recognition to the Jackson County Public Library.

### **B.) Mini-Con**

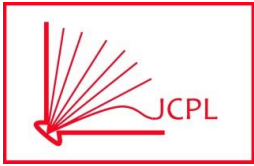
Director Faria reported that Mini-Con was a great success. The theme was Here There Be Dragons. There were 511 in attendance.

### **C.) Jackson County Historical Society 50<sup>th</sup> Anniversary**

Director Faria reported on the Native American/Civil War Genealogy Program co-sponsored with the Historical Society. Greg Carroll formerly of the WV History & Archives Commission did the presentation. 40 people were in attendance.

### **D.) Personnel Policies Revision**

Director Faria reported that this is ongoing with Angie Howard, Ravenswood Branch Manager.



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### **E.) Building Repairs**

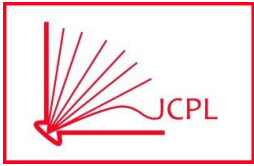
Tabled due to lack of estimates from contractor Ridenour. Another contractor Brian Voiers recommended by the Board.

### **F.) PEIA & Dental/Vision**

Director Faria reported that open enrollment is ongoing till May 15, 2019.

### **G.) WVLC GIA FY 2020/FY 2020 Budget**

Director Faria reported that the WVLC GIA for FY 2020 is being prepared and submitted a draft of the FY 2020 Budget for the Board's review. The draft FY 2020 Budget reflects a \$20,000.00 increase in the levy for the library for FY2020. It calls for filling the vacant 30 hour position with a Bookkeeper/Library Clerk, changing the 25 hour position to a 30 hour position at Ravenswood, and an across the Board 4% pay increase for all staff. It called for increases to the materials budget in various lines to restore cuts made in FY 19 in particular children's books, YA fiction, Adult Fiction and Nonfiction as well as a/v materials. It calls for an increase in operating expenditures in particular to restore cuts made in FY 19 to postage, office and cleaning supplies, mileage, and employee education and travel. It also calls for drastic



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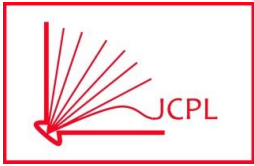
cuts in legal and accounting fees. The Board started to discuss the Budget. They inquired about the pay increase. There was hesitancy about hiring a Bookkeeper and whether or not a Bookkeeper could prepare audit compilations. There was also concern expressed that the legal and accounting fees in the budget were unrealistic. Mr. Kevin Harris complained about the cuts in the legal fees. Director Faria was informed by Tandi Martin to look for savings such as in utilities. There was also a brief discussion about the Fund Balance and how it can be used. Director Faria gave copies of the draft FY2020 Budget to the Board members to take home and review over the next few weeks till the next Board meeting.

### **H.) Moving Funds**

Director Faria requested approval to move funds between different lines in the materials and operations sections of the budget. The Board indicated they would grant approval in an e-mail once amounts to be moved are determined.

### **7.)Executive Session**

Tandi Martin made a motion to go into Executive Session at 6:53pm. Marquita McIntyre, seconded. Motion passed.



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Tandi Martin made a motion to go out of Executive Session at 7:21 pm. Jane Cogar seconded. Motion Passed.

**Communications and Correspondence:** None

**Public Comment:** None.

### **Adjourn:**

Jane Cogar made a motion to adjourn at 7:22pm. Paul Francis seconded. Motion passed.

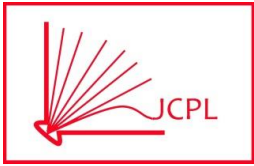
Next Board meeting Thursday May 16, 2019 at 5:30pm at the Ravenswood Branch.

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Tandi Martin  
Interim President

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Jane Cogar  
Secretary/Treasurer



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