

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 August 15, 2019 5:30pm Ripley, WV 25271

1.) Call to Order:

Tandi Durst called the meeting to order at 5:30pm. Lois Beam seconded the motion. Motion passed.

Present: Tandi Durst, Cora Jones, Marquita McIntyre, Lois Beam, County Commissioner Mike Randolph, John Faria Library Director, Angie Howard, Ravenswood Branch Manager, Kevin Harris, Of Counsel, Jill Adams, Bookkeeper.
Absent: Paul Francis.

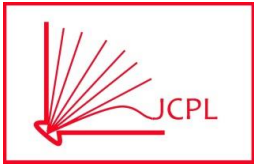
2.) Review of the Minutes:

Cora Jones made a motion to approve the July 18th and 25th minutes. Lois Beam seconded. Motion was passed. Cora Jones made a motion to approve the June 18th minutes, Tandi Durst seconded. The motion passed.

3.) Old Business:

A.) Signature Cards:

Marquita McIntyre made a motion to have Jane Cogar removed from the signature cards at United Bank. Cora Jones seconded. Motion



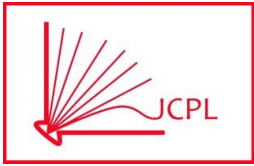
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passed. Director Faria indicated to the Board that United Bank had stated that Tandi Durst, Lois Beam, Marquita McIntyre, and Cora Jones had to update their information with the bank.

B.) Library Cooperative:

Director Faria informed the Board that a Memorandum of Understanding establishing the Library Cooperative had been drawn up. He informed the Board that the State Librarian had indicated that the Memorandum of Understanding only had to be signed by the Library Directors and that no Board approval was needed. Director Faria then started to inform the Board how the Library Cooperative would work, that it consisted of ten public Libraries including Jackson County Public Library and that the West Virginia Library Commission was involved since it was an initiative they started. Tandi Durst wanted to know if we had to change vendors. Director Faria indicated that may be possible but if we did we would be receiving bigger discounts. Then Lois Beam wanted to know if we had money in the budget for mileage and travel to go to trainings with the Cooperative. Director Faria informed her that the original budget had \$2,000.00 for Employee Education and Travel and \$1,000.00 for mileage but this had been cut in the budget that was approved. Marquita



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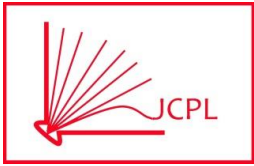
McIntyre wanted to know if we had to provide all the services Director Faria indicated that it was flexible we could be involved in some of the library services. Both Marquita McIntyre and Cora Jones liked the idea of the Cooperative. Commissioner Randolph liked the idea of the vendor discounts but that if it did not work it would be the Director's fault. Kevin Harris, Of Counsel stated that by helping these other libraries it could drain our finances we should opt out. Then Tandi Durst wanted to know why Clarksburg stopped being a Service Center. As the discussion ended Tandi Durst asked Director Faria to forward to the Board members via e-mail the Memorandum of Understanding after it was signed.

C.) PERS & PEIA Administrator

Director Faria informed the Board that he was now set up as the Administrator for PERS and PEIA and that Jill Adams was set up as a user for PERS and would set her up as a user for PEIA as well.

D.) End of FY 19

Director Faria informed the Board that he still had to finish preparing the totals to be moved between the budget lines.



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4.) New Business:

A.) Annual Report

Director Faria started reviewing the Annual Reports submitted to the West Virginia Library Commission with the Board. Tandi Durst requested that the Annual Report review be finished after the West Virginia Library Commission enters their data.

B.) Monthly Statistical Report

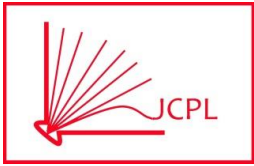
Director Faria submitted the Monthly Statistical Report to the Board for their review.

C.) James Bates, CPA Audit Compilations

Director Faria informed the Board that James Bates, CPA would be coming in on August 29th to do the audit compilation.

D.) Security Cameras/Various Invoices

Director Faria reported to the Board about Aspen Technologies. They had come in to do estimates at both libraries for both external and internal security cameras. Director Faria indicated to the Board the need for a security deterrent especially at the Ravenswood Branch. Currently there is no security of any kind at either library. Director Faria indicated to the Board that no action needed to be taken at this time and it could take it under consideration over the next few Board



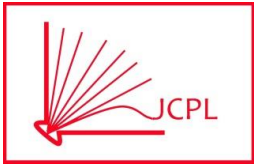
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meetings. In accordance with the By-Laws Director Faria brought for the Board's review the invoices of Jill Adams, Library Bookkeeper as a 3rd party contractor. Director Faria reported the invoices were a flat rate for bookkeeping services. Marquita McIntyre made a motion to approve the invoices. Lois Beam seconded. Motion passed. Director Faria then brought Kevin Harris, Of Counsel legal bill/invoice to the Board for their review. Director Faria indicated that a number of the charges were questionable. A heated discussion ensued. Tandi Durst made a motion to go into Executive Session. Director Faria indicated that that could not be done because Mr. Harris was not a staff employee of the library but a 3rd party contractor. Tandi Durst then made a motion to go into Executive Session at 7:00pm to discuss finances. Marquita McIntyre seconded. Heated discussion of legal bill continued. Cora Jones made a motion to go out of Executive Session at 7:15pm, Marquita McIntyre seconded.

5.) Financial Report

Jill Adams gave the report. She reported that Slater Contracting charged \$1,600.00 for the Ravenswood Branch. Angie Howard, Ravenswood



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Branch manager explained that was to replace the HVAC unit. Ms. Adams then questioned why Ripley spent so much money on office supplies. Director Faria then explained that Ripley had run out of most of its supplies a few months before mainly due to cuts in the office supply budget. Ms. Adams then stated she did not have credit card support for a few purchases by Ravenswood. Angie Howard indicated that she had sent them in.

Communication and Correspondence: None.

Public Comment:

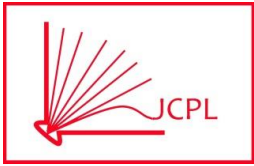
Doris Waybright: No comment

Carla Long: Why was the budget passed the way it was? There was no discussion at the June 18th Board meeting about the budget and how it may impact the staff and rest of the library. Budget was passed without discussion of any kind.

Adjourn:

Marquita McIntyre made a motion to adjourn at 7:31pm. Lois Beam seconded. Motion passed.

The next meeting will be on a Thursday in October, 2019 at 5:30pm at Ravenswood.



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