

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 January 17, 2019 Ripley, WV 25271

1.) Call to Order:

Tandi Martin called the meeting to order at 5:30pm. Jane Cogar seconded the motion. The motion carried.

Present: Tandi Martin, Jane Cogar, Paul Francis, Cora Jones, Marquita McIntyre, John Faria, Library Director, Angela Howard, Ravenswood Branch Manager, Kevin Harris, Of Counsel, Jeremy Stover, CPA

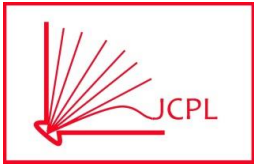
2.) Review of Minutes:

Tandi Martin made a motion to approve the minutes. Jane Cogar seconded. The motion carried.

3.) Old Business:

A.) Tri-State Issue

Mr. Harris reported that Tri-State never responded to his letter. He will file a lawsuit on behalf of the library in Magistrate Court. Attached to his filing with the Court he will request a bench trial. He will have Mr. Faria and Ms. Howard testify as to the damage done



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to the library. Mr. Harris said he still had some clarifications to draft.

B.) Endowments Letter

The Board directed Mr. Faria to prepare a letter to present to Ms. Michelle Dailey of WesBanco that would identify him as the Library Director and authorized to discuss the endowments. The Board will sign the letter. E-mail to the Board for approval.

C.) Jackson County Community Foundation Grant Letter

The Board directed Mr. Faria to prepare a letter to the JCCF to release 5% of the funds balance to purchase books. The Board will sign the letter.

4.) New Business:

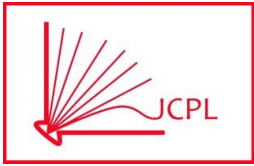
A.) MOE Letter

Director Faria went over the MOE Letter from Secretary Goff with the Board. Explained what it means.

B.) Radio Ad

Director Faria discussed a community service radio spot with a local radio station. The ad was \$599.00.

C.) Ripley Building Repairs/New Door



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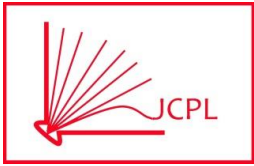
Director Faria informed the Board that he spoke to the contractor Mr. Ridenour about repairs in the Ripley Building. He went over the repairs that were needed including a new door that would lead to the future Reading Garden. The minor maintenance repairs can help increase operating expenses. The Board asked Director Faria to obtain itemized invoices from Mr. Ridenour.

D.) Staff Changes/New Staff

Director Faria informed the Board that staff member Emma Shinn was leaving the employ of the library on January 25, 2019 to move to Ohio and pursue her MLS degree. He also informed the Board that Rebekah Devlin was hired as the new Circulation Clerk I and would start on January 29, 2019.

E.) Bylaws and Trustees Handbook

Director Faria gave each Board member a binder with the By-Laws of the Jackson County Public Library Association, the Trustees Handbook from the West Virginia Library Commission, a list of duties and responsibilities of both Trustees and the Library Director, and a sample library budget. The latter two from the Director's manual from the WVLC. Director Faria went over these materials with the Board and discussed a more detailed training session



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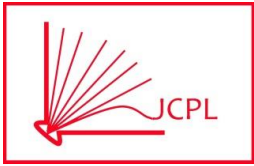
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with the Board at a future date. This would be done so that the Board members would understand what their responsibilities are.

5.) Financial Report: Jeremy Stover, CPA made the report.

He went over the December 2018 financial statement nothing to be concerned about. Discussed the Levy said there would be \$237,000 this year based on the County estimate. He said as far as the MOE penalty of \$7,000 can cut \$3,000.00 from accounting fees but that we cannot touch the audit fees. Said rest of the cuts would be based on the Director's vision for the library. He then discussed Cindy Ginther's lost paycheck from 2017. That it was found misplaced in a draw at her work location in Ravenswood. A new check had to be issued.

The audit was then discussed. There was nothing major. Just three instances where credit card statements for some small transactions needed support. Example Magnolia Magazine had an automatic subscription renewal for \$20.00. They did not provide an invoice. There was also a question about PERS. No other problems just that the Board should approve salaries and wages on an annual basis.



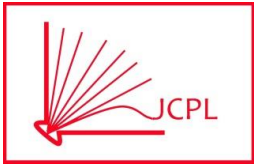
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Director Faria then mentioned that reviewing salaries and wages during annual evaluations of the staff. He also mentioned that he and Angie Howard, Ravenswood Branch manager would be starting the revision of the Personnel Policy the following day. They would then bring it to the Board for their approval.

Jeremy then indicated that the mileage rate went up to .58 cents per mile.

Director Faria then asked several questions. First why the IRS 990 was filed late, that the library was hit with a \$400.00 penalty for late filing. Mr. Stover said Mr. Bates who does the audit compilation was supposed to file the IRS 990. The next question was why the financial statement was inaccurate. Director Faria indicated that he noticed that the YA NonFiction Ripley line was budgeted at \$2,000.00 and the WV Legal Code – SO line was budgeted at \$350.00. This was totally incorrect. It should be the exact opposite the WV Legal Code line was budgeted for \$2,000.00 and the YA NonFiction \$350.00. Director Faria indicated to the Board that this was inaccurate had to be corrected. Thirdly Director Faria wanted to know why in the income section Investment Income was still listed that this line is actually the Endowments and that should be indicated so it is clear that these are donated funds. Fourthly Director Faria wanted to know why in the expenditure section on the Gift & Memorial Funds



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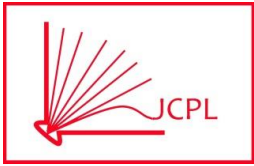
line shows the library being in the red when since the beginning of the fiscal year quite a few donations have been made to these lines. Director Faria indicated that under nontaxed base income Gift & Memorial Funds donations that come in should be more clearly indicated so that the Board can see what the library is receiving in donations during the fiscal year. Director Faria also indicated that the same should apply to the Grants/Foundations lines as well. This led to an in depth discussion by the Board. The Board decided that endowment and donated funds should be more clearly stated in the financial statement and that a complete breakdown of donated funds could be made on a quarterly basis.

6.) Executive Session- Salaries

Jane Cogar made a motion to go into Executive Session at 7:02pm. Paul Francis seconded. The motion carried.

As per the Board's instructions Director Faria presented a Library Bookkeeper Salary Analysis. An in depth discussion took place about this and related matters.

Jane Cogar made a motion to go out of Executive Session at 7:43pm. Paul Francis seconded. The motion carried.



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Communication and Correspondence: None

Public Comment: None

Adjourn:

Jane Cogar made a motion to adjourn at 7:44pm.
Paul Francis seconded. The motion carried.

Next meeting on Thursday February 21, 2019 at
5:30pm at Ravenswood..

Tandi Martin
Interim Board President

Jane Cogar
Secretary/Treasurer