

## **Jackson County Public Library**

208 Church St N, Ripley, WV 25271    373 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 March 7, 2019 Ravenswood, WV 26164**

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

Tandi Martin called the meeting to order at 5:33pm. Jane Cogar seconded the motion. Motion carried.

Present: Tandi Martin , Jane Cogar, Cora Jones, Marquita McIntyre, John Faria, Library Director, Angie Howard, Ravenswood Branch Manager, Kevin Harris, Of Counsel.

Absent: Paul Francis, Jeremy Stover, CPA.

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

Marquita McIntyre made a motion to approve the minutes. Jane Cogar seconded the motion. Motion carried.

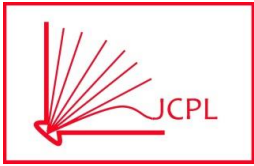
#### **3.) Old Business:**

##### **A.)Ravenswood Roof-Tri State**

Mr. Harris reported that he is ready to file the legal complaint, however he had met with Mr. Lewis the President of Tri-State. Tri-State is trying to settle. They want two weeks to make everything right. They have a big order coming in from Carlisle there could be a possible donation to the library of some of the membrane material. Tri- State claims that another contractor cut into the membrane that it should not have leaked with the ponding. They agree the trash should have been cleaned up. Mr. Harris recommended that the Library wait two weeks to allow Tri-State to correct the issues will hold off filing the lawsuit. Will also have Tri-State pay for the legal fees. Director Faria and Angie Howard mentioned there was another leak in the same area and will have Tri-State take a look at it.

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

The Endowment situation was discussed. Tandi Martin recommended that a financial planner be consulted to advise on the endowments. She recommended Bob Murray a Financial Advisor



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with Edward Jones. Cora Jones indicated she would meet with Mr. Murray. Tandi indicated that the Board should get good sound advice from an independent source not tied to a financial institution. Director Faria reported on the breakdown of the endowments and the interest that has been earned for the past fiscal year. Director Faria explained that the interest has to be used by the library according to the endowment guidelines. According to the guidelines the interest was to be used to purchase materials for the library. Director Faria indicated he would set up a meeting with James Bates, CPA, who is familiar with the endowments.

### **4.) New Business**

#### **A.) Grants Awarded**

Director Faria reported to the Board that the library has received \$4,965.00 in grants from the Berniece Pickens Parsons Foundation, the Jackson County Community Foundation, and the West Virginia Library Commission.

#### **B.) Personnel Policies Revision**

Director Faria reported that he and Angie Howard have started working on revising the Personnel Policies of the library. This would also include job descriptions and qualification for the different staff positions.

#### **C.) Building Repairs**

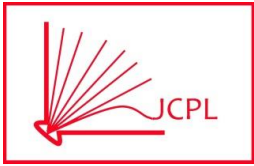
Discussion was tabled because we had not yet received estimates from the contractor.

#### **D.) WVLA Spring Fling Conference**

Director Faria reported that all the staff would be attending the conference. He also informed the Board that he and Carla Long, Circulation Supervisor, Ripley, would be doing presentations at the conference.

#### **E.) TechSoup Quick Books Non-Profit**

Director Faria reported to the Board that Quick Books 2016 or 2019 is on the accountant computer. He also reported that he had discovered that a non-profit version of QuickBooks was available



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from Tech Soup for \$125.00 per license. The Board asked Director Faria to check on its compatibility with the version currently on the accountant computer.

### 5.) Financial Report

Director Faria made the report.

He went over the donations break down with the Board and discussed which operations lines were running low at this time. He also discussed his meeting with the County Clerk. He reported to the Board that according to the County Clerk we still had \$178,061.97 in the levy for FY 19 to spend, that the levy estimate for FY 20 is \$255,337.00. That is an increase of about \$20,000.00 over FY 19. That the Carry Over (Fund) Balance is currently \$85,151.00. He also reported that the next vote for the Library Levy will be in November 2020.

### 6.) Executive Session

Tandi Martin made a motion to go into Executive Session at 7:13pm. Jane Cogar seconded the motion. The motion passed.

Jane Cogar made a motion to go out of Executive Session at 8:46pm. Tandi Martin seconded the motion. The motion passed.

**Communication and Correspondence:** None

**Public Comment:** None

### Adjourn:

Tandi Martin made a motion to adjourn at 8:47pm. Jane Cogar seconded the motion. The motion passed.

Next meeting will be on Thursday April 25, 2019 at 5:30pm at Ripley.

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Tandi Martin  
Interim President

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Jane Cogar  
Secretary /Treasurer