

## **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 May 16, 2019 5:30pm Ravenswood, WV 26164**

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

Tandi Martin called the meeting to order at 5:31pm. Jane Cogar seconded. The motion passed. Present: Tandi Martin, Jane Cogar, Paul Francis, Marquita McIntyre, John H. Faria, Library Director, Angela Howard, Ravenswood Branch Manager, Kevin Harris, Of Counsel, Jeremy Stover, CPA, County Commissioner Mitch Morrison, County Attorney Eric Holmes. Absent: Cora Jones.

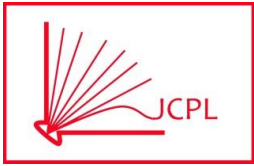
### **2.) Review of the Minutes:**

The minutes were not reviewed.

### **3.) New Business:**

#### **A.) Letter from the West Virginia Library Commission**

A letter from the West Virginia Library Commission was taken up by the Board. There was a lengthy discussion about the letter by all except one person in attendance and it was heated at times.



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### **B.) Summer Reading Program**

Director Faria reported on the upcoming Summer Reading Program and highlighted some of the bigger programs.

### **C.) T-Shirts and Tote bags**

Director Faria reported that the T-Shirts and Tote bags for the Summer Reading Program were ready and that he was just waiting for the invoice from PDQ. The Board instructed Director Faria to e-mail the total of the invoice to them for approval.

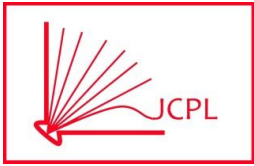
## **4.) Old Business:**

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

Mr. Harris reported that the Tri-State Matter is almost settled and should be resolved in a couple weeks.

### **B.) Endowments and FY 2020 Budget**

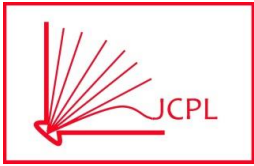
Director Faria reported on his meeting with Mr. Bates about the endowments. Mr. Bates indicated that 10 of the endowments are Permanent Funds and 4 are Special Revenue Funds. He indicated what the total value of the funds were and that there is \$526,693 that the library can spend. Mr. Bates recommended not to put the whole amount in the budget just what the library plans to spend. Director Faria also reported that he spoke with the West Virginia



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Library Commission about the endowments. They indicated that the size of the endowments used can impact the 3 year fiscal spending average and that can impact the Maintenance of Effort which could in turn impact the grant. The WVLC recommends using only 2%-3% of the endowments each fiscal year roughly about \$15,000.00. They said to set up a separate endowment donation line in the budget for non-taxable income purposes and then set up where in the materials budget the money will be spent. The FY 20 Budget was then discussed. Tandi Martin requested that \$6,000.00 be restored to the Budget for legal fees and \$20,000.00 be restored to the Budget for accounting fees. Director Faria then asked about the pay raises for staff and Marquita McIntyre said yes we must do pay raises. Tandi Martin strongly agreed. They started to look at some budget lines to cut. Tandi Martin then instructed Director Faria to make the requested changes to the Budget and send it to the Board members by e-mail and that it would be approved at the June Board meeting. Director Faria mentioned that Quickbooks had to be renewed because it expired at the end of May. Director Faria told the Board we could get the Quickbooks Non-Profit version from Tech Soup for \$125.00 per license. We could get



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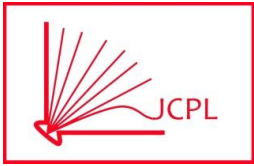
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three one for the accounting computer, one for the Director's and one for the Ravenswood Branch Manager's for \$375.00 total. Then Tandi Martin started to ask some questions about it when Jeremy Stover stated that if the storage is on the server it may not be able to be accessed simultaneously if on the cloud could be different. Then Tandi Martin and the Board deferred to Jeremy Stover who started talking about it having to be networked and there is not enough time to do so and it should be renewed using the version on there now. At this point Tandi Martin made a motion to renew the Quickbooks Commercial version at \$875.00 based on Jeremy Stover's advice. Jane Cogar seconded the motion. The motion passed. Then Director Faria was instructed to contact Angie Graham IT to look at Quickbooks and see if they can be networked . After that we could get two Non-Profit versions for Director Faria's and Branch Manager Howard's computers and then the following year switch the accounting one to the Non-Profit.

### **5.) Financial Report**

Jeremy Stover, CPA gave the report.  
This is just a preliminary report.

**Communications and Correspondence: None**



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**Public Comment: None**

### **Adjourn:**

Tandi Martin made a motion to adjourn at 8:02pm.  
Jane Cogar seconded. The motion passed.

Next Board meeting Thursday June 20, 2019 at 5:30pm at  
the Ripley Main Library.

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Tandi Martin  
Interim President

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Jane Cogar  
Secretary/Treasurer