



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 21st, 2020 Ripley, WV 25271

1.) Call to Order:

Suzy McGinley called the meeting to order at 5:40pm.
Present: Suzy McGinley, Denise Toler, Grace Arthur, Savanna Whited, Katrena Ramsey, John Faria (Library Director), Angela Howard (Ravenswood Branch Manager) Jamie Sheppard (Accountant).

2.) Review of Minutes:

A.) April 30th Minutes – Board has reviewed the minutes in Dropbox. Katrena Ramsey made a motion to pass the minutes. Savanna Whited 2nd the motion. Motion passed.

B.) Savanna Whited stated that the Special Budget meeting minutes had a lot of information missing from them, therefore she revised the minutes. Savanna stated that she was late putting them into Dropbox and apologized. Grace Arthur made a motion to table the Special Meeting minutes until the next meeting to give everyone time to review them. Katrena Ramsey 2nd the motion. Motion passed.

3.) Old Business:

A.) FY Budget Draft

As previously discussed the line for the repairs and renovations has a number as a place holder until we receive

an estimate from our current contractor. Until then Savanna Whited made a motion that Denise Toler would purchase the supplies for the plexiglass instillation and would bring in the receipts to be reburied by the library. Allowing them to move along more quickly in reopening. Also, to table the rest of the budget until the next meeting for estimates to be added in. Grace Arthur 2nd the motion. Motion passed. Association dues were discussed.

B.) Personnel Salaries and Salary Proposals

The Board has all reviewed the 10%, 13% and 15% proposals. Denise Toler made a motion to increase all personal salaries by 15%. Grace Arthur 2nd the motion. Motion passed.

4.) New Business:

A.) Reopening Policy

The board has reviewed the reopening policy via Dropbox. Denise Toler made a motion to pass the Policy. Savanna Whited 2nd. Motion passed.

B.) Remote Work Policy

The board has reviewed the remote work policy via Dropbox. Katrena Ramsey made a motion to pass the Policy. Denise Toler 2nd. Motion passed

C.) Patron Requests/SRP Books

Grace Arthur brought up the patron requests that have been brought to her attention, stating that several patrons had not received any notification about their requests being filled. Also, children not receiving books in a timely manner after completing the Summer Reading Program. John Faria explained some of the ordering guidelines that are used in ordering. We discussed how the

process on how requests come in and it was advised that the request forms include a phone or email to contact patrons about their requests regularly. John stated that he is the one that receives the slips at Ripley and he decides what is ordered and what is not based off of the guidelines we discussed. We discussed separating the patron requests by children's and adult's requests. The SRP was discussed that it's possible that it was not completed in its entirety or books were not available. For future SRP children will request a book and secondary option. For future requests updates will be given to patrons that submit a book request. Patron requests will be delegated to staff members moving forward.

D.) Employment Vacancies

Savanna Whited asked how many vacancies there were at this point. John Faria Stated that 2 but the possibility of a 3rd position. John stated that he was waiting on the library reopening before hiring to do in person interviews. The board asked that he go ahead and start interviewing because of the restrictions being lifted in our state. Also, with the large meeting room at Ripley, interviews can be conducted at the 6-foot social distancing guidelines as well.

E.) James Bates CPA/990 Filing/Audit Complications

Tabled until the next meeting, because none of the information on this topic was uploaded into Dropbox, a minimum of 7 days prior, as requested by the board.

**5.) Financial Report:
Jamie Sheppard, gave report.**

Jamie Sheppard had all of the financial reports uploaded to dropbox for February, March, and April of 2020. These had not been approved earlier due to the COVID pandemic. Katrena Ramsey made a motion to approve the financial reports from January, February, March and April of 2020. Denise Toler 2nd the motion. Motion Passed.

**6.) Public Comment:
None**

Adjourn:

Katrena Ramsey made a motion to adjourn at 7:07pm. Denise Toler seconded. The meeting adjourned.

Next meeting on Thursday June 18, 2020 at 6:00pm at Ripley.

Suzy McGinley
Board President

Savanna Whited
Secretary