

Jackson County Public Library

Board of Trustees Meeting

October 18, 2018

5:30pm

Ravenswood, West Virginia 26164

1.) Call to Order:

Tandi Martin made a motion to call the meeting to order at 5:41pm. Jane Cogar seconded. The motion carried.

Present: Tandi Martin, Jane Cogar, Paul Francis, Marquita McIntyre, John Faria, Library Director, Angela Howard, Ravenswood Branch Manager.

Absent: Cora Jones, Kevin Harris , Of Counsel, Jeremy Stover, CPA

2.) Review of the Minutes:

Jane Cogar made a motion to accept the minutes, Marquita McIntyre seconded. The motion carried.

3.) Old Business:

A.) Ravenswood Roof

The Board looked at the internal damage done to the library building from the severe roof leaks. Director Faria reported what steps he had Angela Howard, Branch Manager and the staff at Ravenswood take to protect the collections from further damage and ensure the safety of staff and patrons. He also informed the Board that Executive Secretary Karen Goff at the West Virginia Library Commission was notified of the situation and wants to be informed on how repairs are progressing and how this matter is resolved. A couple contractors Ridenour Construction and Mike Slater came in to look at the damages and give estimates for repairs. Director Faria read an e-mail from Mr. Harris on what

legal steps would have to be taken. Director Faria then presented Ridenour Construction's estimate of \$2,000.00 for all repairs to the internal damage to the building. Tandi Martin made a motion to accept Ridenour Construction's estimate and to start work immediately. Marquita McIntyre seconded the motion. The motion carried. The Board then directed Director Faria to contact Ridenour Construction and notify them of the Library Board's acceptance of their estimate.

Director Faria also informed the Board that Ridenour Construction had also made an estimate of \$900.00 to repair the wall on the roof, cut back the tree and repair the metal frame seam also on the roof. Tandi Martin made a motion to accept this estimate. Jane Cogar seconded this motion. The motion carried. Director Faria will contact Ridenour Construction on acceptance of this estimate as well.

B.)Financial Report to WVLC

Director Faria reported to the Board that he had filed the Financial Report to the West Virginia Library Commission indicating how the GIA was spent. The Profit & Loss statement was also submitted with the report. Also let the Board know that Secretary Goff indicated there could be a waiver if do not get the full GIA applied for this year since the information being used covers FY 2015, 2016 and 2017 when funds that were not used properly by the previous director or when there was no director could affect the GIA.

C.)State Auditor

Director Faria informed the Board that the Bi-Annual State audit of the library will be taking place.

4.)New Business:

A.)2018 State Auditor's Training

Director Faria reported to the Board about this training and what he learned.

B.)2018 WVLC Salary Survey

Director Faria reported to the Board about the Salary Survey the types of questions that were asked and answered. More details about the staff salaries will be discussed in the Executive Session.

C.)Carl Vinson Grant

Director Faria informed the Board of being awarded the Carl Vinson Grant to take the Library Financial Management Certification Program. Director Faria has one year to complete the program.

D.)Various Library Programs

Director Faria informed the Board of various programs coming up at Ripley and Ravenswood.

E.)Miscellaneous Issues

Board informed Director Faria that the library's insurance with State Farm covers any embezzlement issues and that the Board and the staff did not have to be bonded.

Director Faria informed the Board that a petty cash account should not be used to purchase items for the library. However it was pointed out that it was not actually cash but a checking account. The Board agrees that it should not be called a petty cash account. The Board decided to change the name of the petty cash account and rename it the operating account. United Bank will be informed of this decision to make the change.

The Board asked Director Faria to look into a USPS online account. The Board also wanted to know when it will be time to elect new officers. It was also discussed that a second Board member has to sign the Director's paycheck.

F.)Endowment Funds

Director Faria informed the Board that he just started looking into the Endowment Funds and that they are not being used. The Board requested that Director Faria make a full report at the next Board meeting.

5.) Financial Report:

Will be e-mailed to the Board by Jeremy Stover, CPA.

6.) Executive Session- Personnel Salaries:

Tandi Martin made a motion to go into Executive Session at 7:08pm. Marquita McIntyre seconded the motion. Motion passed.

The salaries of the staff were discussed in detail including the retirement issue. The fees of the accountant and legal counsel were also discussed. It was mentioned by Tandi Martin maybe the attorney does not have to come to every Board meeting. Director Faria indicated to the Board that the accountant fees are high and it is unfair to the frontline staff that raises and more hours need to be considered for FY 20. The Board requested that Director Faria prepare a Personnel Salary Analysis and Review for the next Board meeting.

Tandi Martin made a motion to go out of Executive Session at 7:37pm. Jane Cogar seconded the motion. The motion carried.

Communication and Correspondence: None

Public Comment: None

Adjourn:

Tandi Martin made a motion to adjourn at 7:38pm. Paul Francis seconded. Motion carried.

Next meeting will be on Thursday November 15, 2018 at Ripley.

Tandi Martin
Interim President

Jane Cogar
Secretary/Treasurer

