



Jackson County Public Library

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Jackson County Public Library Board of Trustees Meeting Minutes September 24, 2020 Ripley, WV 25271

1.) Call to Order:

Suzy McGinley called the meeting to order at 6:07 pm.
Present: Suzy McGinley, Denise Toler, Grace Arthur (by phone), Savanna Whited, John Faria (Library Director), Angela Howard (Ravenswood Branch Manager) Jamie Sheppard (Accountant).

2.) Review of Minutes:

August Minutes – Board has reviewed the minutes in Dropbox. A correction needs to be made to the credit increase in line H. Denise Toler made a motion to pass the minutes, with said corrections amended. Katrena Ramsey 2nd the motion. Motion passed.

3.) New Business:

A.) Reopening Report

John Faria stated that everything continues to proceed well.

B.) State Grant Direct Deposit

John Faria stated that the set up is complete and will begin starting in October.

C.) Ravenswood Roof Bid

There are three bids that were submitted those were placed in the Dropbox for the board to review. Nathan Boggess and Joe Kay from the Wright company was able to attend the meeting and answer any questions the board may have. The board asked if the Wright Company could revise their bid to include HVAC maintenance and checking the drains. They stated they would and submit it the following day. The board set up a Special Roof Meeting for September 30, 2020 to then vote on the Roof Contractor for the job.

D.) Endowments/Roof

John Faria stated discussed the requirements for Wesbanco to pay the contractors for the roof job.

E.) Audit Committee

Audit committee needs to be selected for approval at the October meeting. Jamie Sheppard and Suzy McGinley were chosen. Suzy McGinley is going to contact Suzette Lowe and inquire about her possibly joining them.

F.) Audit Compilations/990's Bid

John Faria stated he believes it is due in November, but he is checking into the deadline. We will begin taking bids. Jamie Sheppard is looking into training and preparation for herself.

G.) Online banking/Credit Card Update

John Faria informed the board that each credit card has now had a limit increase of \$1,500.00 per card monthly. Online banking has now also been set up.

H.) Directors Evaluation

The board decided on an evaluation to use. Savanna Whited is going to change the names in the document to reflect the librarys names. The board will submit their individual evaluations to Suzy at the October meeting. At the November meeting we will discuss the finalized combined evaluation and approve it for submission.

I.) Revised Personnel Policies

Angie Howard stated that she noticed a few changes that needed the dates added in for line items. They will be reviewed at the October meeting.

J.) Executive Session

Katrena Ramsey made a motion to go into executive session at 7:27 pm. Denise Toler seconded the motion. Denise Toler made a motion to go out of executive session at 7:50 pm. Savanna Whited seconded the motion. If allowed, John Faria is to provide the board with copies of his ethics commission complaint at the Special Roof Bid Meeting on September 30, 2020.

4.) Financial Report:

Jamie Sheppard, gave report.

Katrena Ramsey made a motion to approve the financial reports from August 2020. Suzy McGinley 2nd the motion. Motion Passed.

5.) Public Comment:

Carla Long informed the board of the libraries new programs currently available and how they are proceeding to reach the public through videos posted to the facebook page and the youtube channel so not to violate the CDC's guidelines with social distancing during covid.

Adjourn:

Katrena Ramsey made a motion to adjourn at 7:54 pm. Denise Toler seconded. The meeting adjourned.

Next monthly meeting is on Thursday October 22, 2020 at 6:00 pm in Ravenswood.

Suzy McGinley
Board President

Savanna Whited
Secretary