



Jackson County Public Library

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Jackson County Public Library Board of Trustees Meeting Minutes January 28, 2021 Zoom Meeting

1.) Call to Order:

Denise Toler called the meeting to order at 6:03 pm.
Present: Denise Toler, Grace Arthur, Savanna Whited, Katrena Ramsey, John Faria (Library Director), Angela Howard (Ravenswood Branch Manager) Jamie Sheppard (Accountant).

2.) Review of Minutes:

December Special Meeting Minutes – Board has reviewed the minutes in Dropbox. Katrena Ramsey made a motion to pass the minutes. Grace Arthur seconded the motion. Motion passed.

3.) New Business:

A.) Curbside Services

John Faria stated that the curbside service details were available on the website and posted at both Library locations for patron awareness.

B.) Grievance Report Form

The board has reviewed the grievance report form and the grievance procedure section from the old library manual. Katrena Ramsey moved that it be tabled until the next meeting to allow John Faria to edit the procedure to include a definition of “Ombudsman” for clarification. Grace Arthur seconded the motion. Motion Passed.

C.) Shift in Funds in Budget Lines

Katrena Ramsey moved to table Agenda item C. *Shift In Budget Funds* until the next meeting. Grace Arthur seconded the motion. The board has requested that a year-to-date financial report for the budget lines in question be provided for verification before any funds are shifted from one line to another, for this agenda item and all further budget adjustments.

D.) Wright Company

Katrena Ramsey talked to the Wright Company and they stated that there were some unpaid invoices as follows: Nov 4th Quarterly Maintenance - \$1,500.00
9 Invoices from December - \$40,807.75
Jan 25th for HVAC Repair - \$367.57
Jan 19th HVAC Unit Equipment – \$18,868.15

Denise Toler moved for the past due invoices from Nov 4th, all 9 Invoices from December, and Jan 25th to be taken to WesBanco to be paid to the Wright Co. by no later than Monday, February 1st. The Jan 19th HVAC Unit Equipment to be tabled until the next meeting. Katrena Ramsey seconded the motion. Motion passed.

E.) Audit Approval

Denise Toler moved to table agenda item *E. Audit Approval* for a face-to-face special meeting. The agenda will include the agenda items *B. Grievance Report Form*, *C. Shift in Funds in Budget Lines*, *D. Wright Company*, and *E. Audit Approval*. Savanna Whited will send an email to set this meeting up as well as create the agenda and place it in drop box.

4.) Public Comment:
N/A

Adjourn:

Meeting adjourned due to time limit being maxed out at 40 mins via zoom. 6:40 pm.

Next meeting To Be Announced.

Suzy McGinley
Board President

Savanna Whited
Secretary