



## Jackson County Public Library

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### Jackson County Public Library Board of Trustees Meeting Minutes

February 25<sup>th</sup>, 2021

Ripley, WV 25271

#### 1.) Call to Order:

Suzy McGinley called the meeting to order at 6:35pm.

Present: Suzy McGinley, Denise Toler, Grace Arthur, Katrena Ramsey, John Faria (Library Director), Angela Howard (Ravenswood Branch Manager) by phone

Absent: Savanna Whited out sick

#### 2.) Review of Minutes:

##### A.) Minutes – January

Grace Arthur made a motion to approve the meeting minutes.  
Katrena Ramsey 2<sup>nd</sup> the motion. Motion passed.

#### 3.) New Business:

##### A.) Grievance Report Form

John gave “ombudsman” definition and suggested it be added to the personnel policy.

Suzie asked if grieves go to director. John explained yes, this would be prior to going to the grievance board.

Katrena motioned, Grace 2<sup>nd</sup>. All in favor

##### B.) Shift funds in budget lines

John has sent this information to dropbox.

\$1500 FROM TRAVEL TO Ripley office supplies

\$500 staff training moved as training is now virtual

E-books has \$343.45 left, adding from audio visual \$3,696.14

Ripley Audio/visual \$1,000 to E-books

Suzie asked effects to CDs? John explained with COVID E-books are now more popular.

Grace motioned & Katrena 2<sup>nd</sup>. All in favor

C.) **Wright Co.**

All invoice are paid except for 3.

#3548-\$1,001.50

#3547-\$1,750.00

#3339-\$1,500.00

Total outstanding is \$4,251.50

John explained paying with grant funds. \$10,000 was direct deposited.

Denise motioned to pay all outstanding invoices, Grace 2<sup>nd</sup>. All in favor

Jenna Greene is with grant.

Discussion on moving all \$10,000 to general account or Pickens fund.

John explained to the group that we should leave it because of the paperwork it takes to get it our of United & WesBanco Bank.

Katrena discussed problems with old HVAC zones in

Ravenswood Branch. Wright Co. is now trying to correct the

duc work issues. The Ravenswood sign is missing the "o" & "d".

He is looking into pricing us a new sign.

Discussion on Ripley Branch needing new roof just at the HVAC location.

D.) **Governor's Plan**

Library staff are not essential employees. Grace discussed the reopen policy and continuing with curb side services. Angie discussed concerns of reopening.

Denise will contact FRN for assistance with patrons' taxes.

E.) **Audit Approval**

Revised per our request of \$4,400 for each fiscal year and \$4,480 processing fee

Katrena motioned, Grace 2<sup>nd</sup> All in favor

F.) **Bookkeeper Position**

Jamie Sheppard resigned by letter 1/28/21

New hire is Castino Mendez. John went over his qualifications and military experience.

Grace discussed hours for this position: 20 hours is this position

G.) **By Laws updates**

Katrena discussed her opinions of issues:

1. We don't elect secretary position....Director is to take notes
2. Treasurer issue
3. Add public comments to beginning of meeting
4. Consent agenda items to drop box. Finance, minutes, etc
5. Annually receive a copy conflicts our interest policy

6. Last revised 2015

We need to include By Laws on next meeting agenda  
Suzie asked everyone to look over By Laws and make notes  
for next meeting to be discussed.

**4.) Financial Report: Nov. 2020, Dec. 2020, Jan. 2021**

Grace motioned, Katrena 2<sup>nd</sup> All in favor

**5.) Public Comment:**

Carla addressed reopening of branches

**6.) Executive Session:**

Entered: 7:31 pm Katrena motioned, Denise 2<sup>nd</sup> motion

Exited: 7:54 pm Katrena motioned, Denise 2<sup>nd</sup> motion

7.) John has accepted a library director position in Woodberry,  
Vermont. He presented resignation letter to the board. His last day  
will be 3/27/2021. He will get development plan and rough draft of  
budget together for next meeting.

Suzie asked for position and WV Library Commission to start  
accepting applications and for job position to be on the WV Library  
job site.

Katrena motioned to accept, Denise 2<sup>nd</sup>. All in favor We wish him  
the best!

**8.) Adjourn:**

8:01 pm

Katrena motioned, Suzie 2<sup>nd</sup>

Notes: Mayor Miller would like to speak with Library Board  
Would FFA or Extension Office be able to help with landscaping at  
both branches

Next meeting on Thursday March 25, 2021 at 6:00pm at  
Ravenswood Branch.

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Suzy McGinley  
Board President

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Savanna Whited  
Secretary