

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
November 21, 2019
5:30pm
Ravenswood, WV 26164**

1.) Swearing in of New Library Board

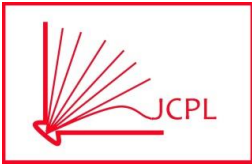
Present: New Library Board: Suzy McGinley, Denise Toler, Savannah Whited, Grace Parsons, Katrena Ramsey, John H. Faria, Library Director, Angela Howard Ravenswood Branch Manager, County Commissioner Mike Randolph, County Clerk Cheryl Bright, and County Attorney Eric Holmes. Cheryl Bright introduced the new Library Board members and pictures were taken with County Commissioner Randolph and Library Director John H. Faria. She then swore in the new Board members and had them sign their appointment letters.

2.) Call to Order:

Director Faria called the meeting to order at 5:33pm. Denise Toler seconded.

3.) Election of Officers:

Denise Toler nominated Suzy McGinley for Board President, Grace Parsons seconded. Suzy accepted the vote was taken and she was elected Board President.



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Grace Parsons nominated Savanna Whited as Secretary, Suzy McGinley seconded, Savana accepted the vote was taken and she was elected Secretary.

Denise Toler nominated Grace Parsons to be Treasurer, Katrena Ramsey seconded, Grace accepted the vote was taken and she was elected Treasurer.

Grace Parsons nominated Denise Toler as Vice-President, Savanna Whited seconded, Denise accepted the vote was taken and she was elected Vice-President.

The Board Officers are as follows:

Suzy McGinley, Board President

Denise Toler, Vice-President

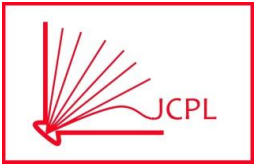
Savanna Whited, Secretary

Grace Parsons, Treasurer

4.) Review of the Minutes

Suzy McGinley made a motion to table reviewing the minutes till the New Board has a chance to review them at the next Board meeting. Motion was passed.

At this point Director Faria introduced himself to the New Library Board. Suzy formally chaired the rest of the meeting from this point on.



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5.) New Business:

A.) WVLC Trustees Training/Orientation

Director Faria introduced Heather Campbell-Shock, Director of Library Services & Development, West Virginia Library Commission and Michelle Kubiak, Library Operations Consultant, WVLC.

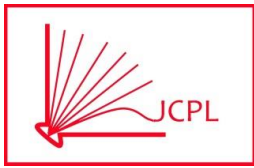
At this point County Commissioner Randolph left the meeting. Ms. Campbell – Shock welcomed the Board and thanked them for serving. She talked about the Board’s responsibility and indicated that she had written the Trustee Manual. She also talked about the Trustee Training and asked the Board to consider some days for the training. Suzy asked for an evening session and asked about the length of the training.

B.) Review of JCPL FY20 Budget

Director Faria reviewed line by line the FY 20 Budget that was passed by the previous Board as well as the Draft FY 20 Budget that was originally submitted. While discussing the Budget Director Faria also went over the funding sources the levy, WVLC GIA, Donations, Endowments, the Oil & Gas lease, and the Fund Balance. Director Faria also indicated that they will start using the endowments and start using them properly. He also indicated how the money is spent between the Main Library and Ravenswood.

C.) Funding Sources: Levy, WVLC GIA, Donations, Endowments, Oil & Gas, Fund Balance

This was discussed during the FY 20 Budget review.



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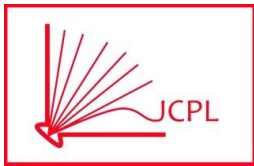
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D.) New Library Bookkeeper/Library Assistant, Dimit Accounting

Director Faria then started to discuss the Bookkeeper position. That they had five applications and would be having interviews shortly. At this point County Attorney Holmes started indicating that before Director Faria arrived a previous internal bookkeeper was mismanaging and misappropriating funds. This was absolutely false Holmes was blaming the previous bookkeeper to justify why a CPA was brought in to correct mistakes. Angie Howard, Ravenswood Branch Manager interjected and indicated that it was not the bookkeeper but the previous Director who was misappropriating funds.

County Attorney Holmes then stated that the County Commission is the governing authority based on the state code of the Library Board and the Library he repeated this statement when Heather Campbell-Shock of the West Virginia Library Commission raised her hand and stood up and said to County Attorney Holmes “No, no, no. The County Commission is the appointing authority of the Library Board not its governing authority. The Library Board is the governing agency of the Library not the County Commission. The Library Board in partnership with John (Library Director Faria) run the Library.”

County Attorney Holmes then started to discuss the levy. He stated that the 911 Center and the Commission on Aging asked to be placed on the ballot for a levy. He indicated that there is a cap on the levy and that the Library in order to get on the levy ballot has to do a formal presentation to the County Commission by December 10th. That John and a Board member have to get placed

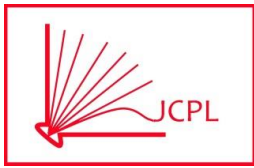


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on the agenda to do their presentation for their amount. He stated that the levy has to be in the Secretary of State's Office by February. At this point a member of the public named Ron asked the County Attorney why he was whispering with the County Commissioner Randolph while the meeting was going on and now discussing the levy that it appears that the County Commission and he were trying to gain influence over the Library Board like they did to the previous Library Board. County Attorney Holmes did not respond and then left the meeting.

A discussion of the legal and accounting fees in the FY 20 Budget then ensued. It was thought that these fees were excessive and that the library does not really need to be spending that amount of money on legal fees. There was a similar concern about the accounting fees. A further discussion of the funding sources then ensued. Director Faria discussed the Endowments in a little more detail indicating that there are 11 endowments valued at more than one million dollars. However, only a small amount of the distribution could be spent so as not to impair the MOE for the State GIA. The Board then asked about the qualifications for the internal bookkeeper applicants. Director Faria supplied them with the information. He also informed the Board that Brad Dimit of Dimit Accounting who are temporarily doing the books had discovered that the Budgets for last three fiscal years FY 17, 18 and 19 are missing from the QuickBooks files. Director Faria indicated to the Board that he had copies of those missing budgets.



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E.) James Bates, CPA Audit Compilations/Taxes

Director Faria informed the Board that James Bates had completed the audit compilations and Perry & Associates would be coming in to do the audit. Once that is done Mr. Bates will do the 990 taxes.

F.) West Central Library Cooperative

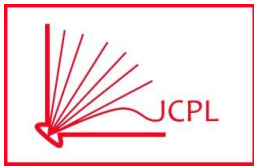
Director Faria then informed the Board about the West Central Library Cooperative. He discussed the Employee Training at Pleasant's County Public Library on April 22, 2020, working with ProQuest at obtaining Ancestry.com for the other libraries, obtaining bigger discounts from some of their vendors such as MicroMarketing. Director Faria also informed the Board about having the Library possibly joining the Mid-Atlantic Library Alliance Cooperative at \$150.00 per year. If we did so we would be able to obtain a bigger discount of 45% and free S&H from Ingram our primary book vendor. Director Faria also indicated that Parkersburg Wood County PL is trying to set up the rest of the Coop with Papercut services.

G.) Macmillan Boycott

Director Faria informed the Board of Macmillan's e-book policy and the resulting boycott and that WV Reads has joined the boycott. The Library Board agrees with JCPL participating in the boycott.

H.) Art Auction, Book Sale, Programs, Historical Marker

Director Faria informed the Board about some of the recent and upcoming programs. 20% of the proceeds of



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the Art Auction went to the Library. The Book Sale was a success. Upcoming Christmas programs are the Christmas Open House and the 12 Crafts of Christmas. He also reported to the Board that a Historical Marker was placed on Library Property by the WV Archives & History Commission commemorating the Moccasin Raid. This was a group of Confederate Raiders who raided the Ripley Post Office in 1862 during the Civil War. The Post Office was on the site where the Library now stands.

4.) Financial Report

Director Faria made the report. An updated Profit & Loss Statement was given to the Board. The Credit Card Statement and Bank Statements and Reconciliations were reviewed.

5.) Public Comment

A member of the public named Ron asked a question about the County Commission trying to obtain undue political influence over the Library Board.

6.) Communication and Correspondence: None.

Adjourn:

Katrena Ramsey made a motion to adjourn at 7:31pm. Grace Parsons seconded. Motion passed.

Next Meeting will be on Thursday December 19, 2019 at 5:30pm at Ripley.