

## 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 July 18, 2019 5:30pm Ravenswood, WV 26164

## 1.) Call to Order:

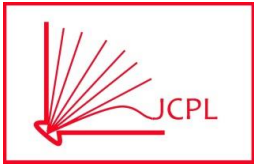
Tandi Durst called the meeting to order at 5:32pm. Paul Francis seconded the motion. Motion passed.

Present: Tandi Durst, Lois Beam, Paul Francis, County Commissioner Mike Randolph, John Faria Library Director, Angie Howard, Ravenswood Branch Manager, Kevin Harris, Of Counsel, Jill Adams, Bookkeeper. Absent: Cora Jones and Marquita McIntyre.

**Please Note:** Before the meeting was called to order County Commissioner Randolph made an introductory statement to the public in attendance as to why he switched portfolios. He then swore in Ms. Lois Beam as the new Board member and indicated her term would go to 2024. He then left the meeting due to another event he had to attend.

## 2.) Review of the Minutes:

Review of the minutes was tabled since Ms. Durst was the only one in attendance who attended the previous meeting could sign the minutes.



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### **3.) Old Business:**

#### **A.) Library Cooperative:**

Director Faria informed the Board about the list of the other nine public libraries that will be in the Cooperative. He indicated that there was another meeting coming up and he would have more information for the Board at the next Board meeting.

### **4.) New Business:**

#### **A.) New Board Member:**

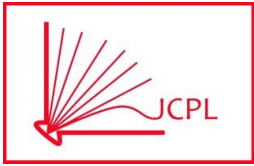
Director Faria introduced Lois Beam as the new Board member and welcomed her to the Board and the Library. He also introduced Jill Adams as the new Bookkeeper.

#### **B.) Election of Officers:**

The Election of Officers was tabled to a Special Board Meeting for July 25, 2019 since Cora and Marquita were absent.

#### **C.) Signature Cards**

The Board instructed Director Faria to contact Amanda Painter at United Bank about the signature cards to update all the Board members signatures.



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### **D.) James Bates, CPA Engagement Letter**

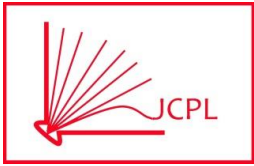
Mr. Bates fees are \$5,000.00 to prepare the Audit Compilation and \$775.00 to prepare the IRS 990 Tax Form. Total: \$5,775.00. Tandi Durst signed the Engagement Letter on behalf of the Board. Director Faria was instructed to e-mail the engagement letter back to Mr. Bates and copy the Board.

### **E.) PERS and PEIA Administrator**

Director Faria requested that the Board approve of making him the PERS and PEIA Administrator for the Library and Jill Adams, Bookkeeper be made a user to make the payments. Lois Beam made the motion. Paul Francis seconded. The motion passed.

### **F.) Collection Development Issues/ End of FY 19 Budget/ FY20 Budget Materials Line Change.**

Director Faria reported to the Board that the WV Legal Code Standing Order was cancelled because it had become too expensive to maintain and only been used by 4 patrons all year. Not enough to justify the cost since it is available for free online. He requested approval from the Board to transfer \$2,000.00 from the FY 20 WV Legal Code SO line as follows: \$1,000.00 to the Ripley Adult Fiction line and \$1,000.00 to the Ravenswood Adult



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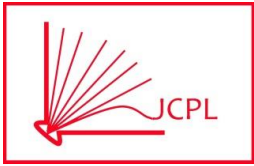
Fiction line. Paul Francis made a motion to approve. Lois Beam seconded. Motion passed. Director Faria then discussed the rest of FY 19 materials budget lines. The Board asked that the amounts to be moved be e-mailed to them for approval. The Supplies budget was then discussed and the Board requested that those amounts to be moved be e-mailed to them for approval. The Microfilm Maintenance line was then discussed. Mr. Harris indicated that line could be covered as part of damages from the settlement check.

### **G.) Circulations Statistics**

Director Faria reported to the Board that the Library had a total circulation of 72,199 of print materials. Tandi Durst requested that these stats be e-mailed to the Board. The Board also requested that statistical reports be given to the Board on a monthly basis.

### **5.) Financial Report**

Jill Adams gave the report. She reported that she is working with Jeremy Stover on getting the Budget implemented. She informed the Board that the \$5,000.00 settlement check from Carlisle had been deposited in case funds have to be moved. She discussed some initial problems with Quickbooks but had found the path to the file.



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**Communication and Correspondence:** None.

### **Public Comment:**

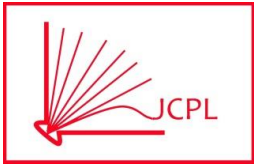
Kevin Harris made a suggestion that Public Comment be done at the beginning of the meeting so the elderly could leave early and not stay for the whole meeting.

### **Sharon Lynch:**

Ms. Lynch stated that she was from Ripley and has used the Library a long time. She has conducted Art Classes at the Ripley Library. That Director Faria had suggested and encouraged the Art Group to do an Annual Art Exhibit at the Library. That Mayor Carolyn Radar was also helpful in supporting the Art Exhibit. That Director Faria has worked diligently to improve the library and its services. The kids have also said that and she hopes the Board appreciates this.

### **Evelyn Staley:**

Ms. Staley stated she was upset about the legal and accounting fees being paid out by the Library. She was informed about the misprint in the newspaper about what the actual legal and accounting fees were. She was upset about the article in the newspaper. That the Library needs the money for the programs. The Director is doing a



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very good job. Try not to cut any of the programs  
give the Library the money it needs.

### **Shari:**

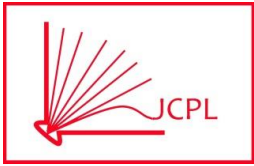
Shari stated you need support for the Library. The Director and the staff are doing a great job.

### **Suzie McGinley:**

Ms. McGinley stated that she has worked with libraries all over the state and has been a Library Director herself. She further stated that John has an excellent background and understands the guts of library work and the need for compliance.

### **Mallory Parsons:**

Mallory Parsons stated I have several questions. Why a 4% increase at the expense of extra staff, of supplies, of programs? Why \$6,000.00 for an attorney and \$20,000 for accounting fees? Jill Adams, Bookkeeper stated her fee was not \$20,000.00 and that her rate is less than a part-time bookkeeper. Barbie Layton of the Jackson Newspapers indicated there had been a misprint in the newspaper that had been corrected. Kevin Harris indicated that his legal fees of \$6,000.00 have become less over the last few years. Tandi Durst explained why the Library needed a lawyer citing some previous issues and that the rate was good for the Library.



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### **Melissa Waybright:**

Melissa Waybright started to discuss the staff's letter to the Board. She said the staff were being respectful, that some staff are on food stamps because of the low pay. She also discussed the mistakes and errors made by the two previous directors that messed up the Library. She then read the letter to the Board and asked the Board to appreciate the work John is doing for the Library.

### **Katie Haught:**

Katie Haught stated that the Library was of great importance to her and her children. The Library should not be paying for a lawyer and accountants.

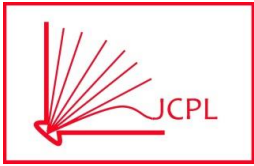
### **Doris Waybright:**

Doris Waybright stated that she is glad that Melissa read the letter. The letter says it all. John is doing a great job.

### **Ron:**

Ron had a question as to why at the last Board meeting the attorney and the County Commissioner went into the Executive Session with the Board and the Director. Tandi Durst stated that Kevin Harris is the Library's legal counsel and the County Commissioners are the Board's bosses and if they want to be there they can be there.

At this point Director Faria suggested that with a new Board member and two others that were still fairly new that perhaps now was the time for the Board to have a Trustee Training session with the West Virginia Library



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Commission. Tandi Durst said yes at some future separate meeting outside of a Board Meeting.

### **Adjourn:**

Tandi Durst made a motion to adjourn at 6:58pm. Lois Beam seconded. Motion passed.

The next meeting will be on Thursday August 15, 2019 at 5:30pm at Ripley.

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Tandi Martin  
Interim President

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Lois Beam  
Secretary/ Treasurer