

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 Special Budget Meeting Minutes May 6, 2020 5:30pm Ripley, WV 25271

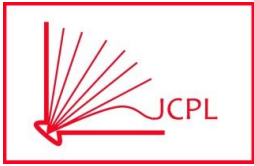
1.) Call to Order:

Denise Toler called the meeting to order at 5:58pm. Savanna Whited seconded. Motion passed.

Present: Suzy McGinley by phone, Denise Toler, Grace Arthur, Savanna Whited, Katrena Ramsey by phone, John Faria, Library Director, Angie Howard, Ravenswood Branch Manager. Jamie Sheppard, Library Bookkeeper.

2.) Review of the Minutes

The April 30, 2020 minutes were not yet typed up. Katrena Ramsey made a motion to table review of the minutes. Savanna Whited seconded. Motion passed.



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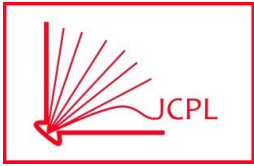
3.) Old Business:

A.) Shift Print/A/V Funds to Ebooks

Considering the ongoing pandemic and the library being closed and patrons unable to access print materials Director Faria proposed to shift \$1,000.00 from the A/V Ripley line to Ebooks and \$1,000.00 from the A/V Ravenswood line to Ebooks. This is being requested so the library can spend more on the digital format of the new books so patrons can access them electronically. Suzy McGinley made a motion to shift the requested funds to the Ebook line. Savanna Whited seconded. Motion passed.

B.) FY 21 Budget Draft

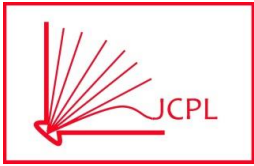
Director Faria reviewed the FY 21 Budget Draft with the Board. Denise Toler recommended that in the future the draft budget be ready by the February Board meeting so the Board would have two months to make changes. Denise Toler also recommended increasing the utilities line. \$500.00 more for electric and water. Director Faria suggested increasing the phone line by another \$1,000.00 and the insurance line by another \$2,000.00 since it



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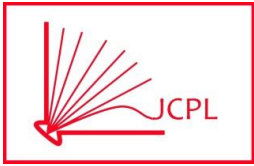
went up this year. Considering the COVID -19 situation and needing more cleaning supplies to deal with it, Denise Toler recommended increasing cleaning supplies Ripley to \$4,000.00 and cleaning supplies Ravenswood to \$3,000.00 she also recommended advertising be set at \$500.00. A discussion of the maintenance line which was way over budget then took place. The Board decided to set that line at \$20,000.00 temporarily and wanted a priority list of repairs needed at both libraries. Director Faria indicated he would also provide the list of current contractors. Director Faria and Branch Manager Howard explained to the Board that some of the local contractors we had been using were no longer responding to our calls so we have had to use CIMCO out of Charleston and they tended to be more expensive. Suzy McGinley expressed concern about cuts in other lines. A discussion of Materials part of the budget to be broken down by genre then took place. Both Director Faria and Branch Manager Howard explained that such a breakdown was impractical and would involve too many lines in the budget. It was also explained that according to the Trustees Manual, Director's Manual and Library Policy that the Library Director and their designate had the sole responsibility to select and order books and other materials for the Library and this fell



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under the scope of the Director's responsibility to have sole charge of the day to day operations of the Library. It was explained this would also involve some of the core principles and ethics of Librarianship dealing with Censorship, Intellectual Freedom, ALA's Library Bill of Rights, and Freedom to Read Statement. Suzy McGinley also explained the uncertainties and vagaries of the publishing industry that makes such a breakdown impractical. Director Faria also expressed that patrons may request books. Grace Arthur stated that she has received complaints about patron requests not being fulfilled and stated that she would like to discuss that at the May meeting and asked that it be placed on the agenda. Grace Arthur expressed that the recommendation to add genres to the budget was not, in any way, to censor the library, but to prevent a misuse of funds. Savanna Whited mentioned that in the past, a previous librarian, used \$10,000 to purchase only graphic novels. We had only hoped that expanding on how funds are spent would prevent a misuse of buying only one genre and ensure a variety. After Angie Howard explained the complications that would add to both her and Jamie Sheppard's job, we were able to understand also that it would put a strain on their current work duties. Grace Arthur thanked them for the explanation and asked if



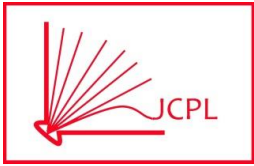
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there were any suggestion expressing that we did not want to add to their work load. Angie Howard stated that she would ask one of the staff members if she could run a report giving us the information that we wanted to see. This was accepted and Grace Arthur also stated that if the report was not capable of showing us these things, we could gladly discuss it again. The Board decided not to include a genre breakdown in the budget. Denise Toler made a motion to table the budget draft until the May board meeting, May 21, 2020 until we have some estimates from local contractors on repairs and the salary proposal was complete. Grace Arthur seconded the motion. Motion passed.

C.) Personnel Salaries and Salary Proposals

During the Zoom meeting on April 30, 2020 Denise Toler requested that the full raise proposal be available to review, stating that all information needed to be available before we could proceed. Director Faria stated that he could have them completed for the board by the Special budget meeting scheduled on May 6, 2020. At the Special Budget meeting the raise proposal was not complete, only the 10% increase was available. Therefore, Denise Toler made a motion to table discussion of the Salary



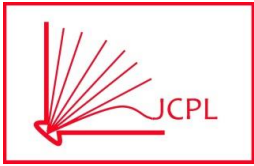
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Proposals until the regular May Board Meeting.
Grace Arthur seconded. Motion passed.

4.) Financial Report

Director Faria and Jamie Sheppard, Library Bookkeeper gave the report. Director Faria explained that he was to able develop the FY20 Budget Actuals based on the Profit and Loss statement that Ms. Sheppard prepared. He also indicated he was able to give Ms. Sheppard the FY 20 Budget and FY 20 Budget Actuals in pdf format via e-mail so she could now work with it in QuickBooks. The FY 20 Budget Actuals, bank reconciliations, bank statements, and credit card statements were reviewed with the Board. The board tabled the financial report, until the meeting on May 21, 2020, because the board was not given adequate time to review them. The Board requested that Ms. Sheppard have more access to the accounting files in the office because the financials have not been approved, due to them not being completed and presented, for the months of January, February, March, and April. The board also requested that all items that are to be



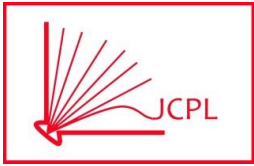
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discussed at the monthly meetings be uploaded to DropBox a minimum of 7 days prior to the meeting date. That gives all board members time to review upcoming documents to be discussed. We also requested that Jamie Sheppard have access to the DropBox so she can upload the financial report and/or any other accounting documents needed.

5.) Public Comment: None

Savanna Whited asked that at the next meeting that it be advertised via social media and that we conduct the meeting somehow through a live streaming service such as zoom or Facebook. Denise Toler stated that she felt the Facebook live would be the simplest way for the public to gain access. Then when the meeting was open to public comment one of the board members could address any comments made during the meeting and answer anything that was not addressed. Director Faria agreed that this was a good idea in keeping to the guidelines for public notification and opportunity of



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attendance as required by the West Virginia Sunshine Laws.

6.) **Communication and Correspondence:** None.

Adjourn:

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

Next Meeting will be on Thursday May 21, 2020 at 5:30pm at Ripley.

Suzy McGinley
President

Savanna Whited
Secretary