



Jackson County Public Library

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Jackson County Public Library Board of Trustees Meeting Minutes March 24th, 2022 Ravenswood, WV 26101

1.) Call to Order:

Denise Toler called the meeting to order at 6:32 pm.
Present: Denise Toler (Vice President), Savanna Whited (Secretary), Grace Arthur (Treasurer), Carla Long (Library Director), Angela Howard (Ravenswood Branch Manager), Justino Mendez (Bookkeeper) Absent: Suzy McGinley (President) Katrena Ramsey (Board Member)

2.) Consent Agenda:

Grace Arthur made a motion to approve the consent agenda. Savanna Whited seconded the motion. Motion passed.

3.) Old Business

a. Ravenswood Roof

Denise Toler moved to contact Sean Simon to inquire about price on contract service. Denise Toler will also reach out to an outside engineer to meet with Carla Long (Library Director), Angela Howard (Ravenswood Branch Manager) and at least two board members. Denise Toler also requests that all Wright Invoices to be uploaded to the Wright Co Invoices folder in dropbox so we can compare all invoices to see what is itemized and what needs to be requested and what we do not have documented and we will start all communication via email for tracking purposes. Grace Arthur seconded the motion.

4.) New Business

a. QuickBooks

Denise Toler moved that we provide QuickBooks with the current approved meeting minutes and any other legal documents requested listing Carla Long as the current Library Director and the primary administrator of the Jackson County Public Library QuickBooks Account. Also, giving the current Bookkeeper, Justino Mendez, and Angela Howard Ravenswood Branch Manager user access.

5.) Adjourn:

Denise Toler moved to adjourn at 7:58 pm

Savanna Whited seconded the motion. Motion passed

6.) Public Comments:

None

Next meeting on Thursday, March 24, 2022 at 6:30pm at the
Ravenswood Branch.

Suzy McGinley
Board President

Savanna Whited
Secretary