



## APPALACHIAN REGIONAL LIBRARY BOARD MEETING MINUTES

### Watauga County Public Library and via Zoom

Thursday, November 17, 2022 at 1:00 p.m.

(Action items in **bold.**)

Present in person: Doug Butler, Jan Noffsinger, Kyle Hall, Karen Moll, Patty Swartzbaugh, Roberta Jackson, Beth Tharrington, Arnold Lakey, Sandi Basel, Bill Davis; for the library, Jane Blackburn, Director; Tammy Holston, Finance/Personnel Manager; Laura McPherson, Ashe County Librarian; Monica Caruso, Watauga County Librarian; Suzanne Moore, Wilkes County Librarian. Present representing Combs, Tennant & Carpenter, PC: Brady Combs and Emily Reynolds. Present via Zoom: Casey Joe Johnson; Absent with notice: Margaret Love

1. Bill called the meeting to order at 1:00 pm
2. Additions/Deletions and Approval of Agenda  
All approved the agenda.
3. **Audit Report** by Combs, Tennant & Carpenter, PC Brady Combs said the audit was “unmodified” which is as good a rating as possible. He highlighted some portions of the audit report and offered to answer questions. Beth moved that we accept the audit and Jan seconded. All voted in favor.
3. **Approval of the Minutes of the regular September 2022 meeting and of the Closed Session at that Meeting**  
Karen made a motion to approve the minutes with no changes, Patty seconded, and all approved.
4. **Correspondence and Communications**  
Jane mentioned that numerous staff had expressed their thanks and gratitude for the bonus checks.
6. **Reports: County Librarians and Regional Director**  
See attached.
7. **Unfinished Business**  
None
8. **Reports of Standing Committees**

#### Budget and Finance

##### •22-23 Local budget revisions

##### •22-23 State Aid budget revisions

Tammy Holston reviewed the budget revision. Jan made a motion to approve, Karen seconded, and all voted in favor. See attached budget documents.

#### Governance:

##### •Report on work on revising the regional by-laws

A few items were discussed including officers being elected in July, the chair rotating among counties and voting only in a tie, among others. The regional bylaws need to be matched with the local ones. Sandi will send a draft

to all and if board members don't agree, let her know. The draft will then be forwarded to Bill by January.

### **Personnel:**

- **Recommendation to approve two new job positions:** Digital Watauga Coordinator and Adult Services Manager/Traphill Manager  
Karen and Doug recommended approval of these and all voted in favor.
- **Recommendation to approve a change to the Personnel Policy to be voted on in January.** Jane explained the change seen here:

We have another small tweak for the Personnel Policy to propose.

From Article VI: (highlighted paragraph is the one we want to revise)

#### Section 18. Holidays

The Library is closed and Class 1 employees will receive pay equal to an 8-hour day for each of the twelve holidays listed below. If a holiday falls on a Class 1 employee's regularly scheduled day off, he or she must take another day off after the holiday but within the same pay period in which the holiday falls. This deferred holiday must be taken in one day and not spread out over more than one day. The date for the deferred holiday must be approved by the supervisor.

Class 2 employees will receive holiday pay (equal to that day's normal pay or an 8-hour day, whichever is less) when a holiday falls on one of their regular work days. Class 3 and temporary employees are not eligible for paid holidays.

#### OUR SUGGESTED REVISION:

Class 2 employees will receive holiday pay (equal to that day's normal pay or an 8-hour day, whichever is less) when a holiday falls on one of their regular work days. In the case of Easter weekend and

Thanksgiving weekend, when the Friday is a paid holiday but the Saturday is merely a closed day (no holiday pay), any Class 2 employee regularly scheduled to work on those Saturdays will receive holiday pay for their scheduled Saturday hours. Class 3 and temporary employees are not eligible for paid holidays.

All voted in favor of this change.

### **9. Report of the Search Committee**

Bill gave the board a history of the search committee's activities with regard to the search for a new regional director. The search will continue. Suzanne will send Bill information about using LinkedIn to advertise the position.

### **10. New Business**

Jane gave an update on the expansion of the WCPL, explaining the preliminary work that has already been done. We are planning on going to the County Commissioners in January to see what the county can pledge. According to the feasibility study, 1.3 million – 2 million could be raised in the private sector. She asked the board to approve further spending from the building fund for a modified building plan by Ramsay Burgin Smith architects. Sandi made a motion to approve this and Roberta seconded it. All voted in favor.

### **11. Adjournment**

The meeting was adjourned at approximately 3:20 p.m.

Next meeting is January 19, 2023 at the Ashe County Public Library