



APPALACHIAN REGIONAL LIBRARY BOARD MEETING MINUTES

Watauga County Public Library

Thursday, Nov. 16, 2023 at 1:00 p.m.

(Action items in **bold**.)

Present: Doug Butler, Sandra Basel, Jan Noffsinger, Kyle Hall, Roberta Jackson, Brenda Dobbins, Karen Moll, Arnold Lakey, Patty Swartzbaugh, Beth Tharrington, Bill Davis, Margaret Love

Library Staff: Tammy Holston, Finance/Personnel Manager; Jacob Starks, Director of Libraries, Monica Caruso, Watauga County Librarian; Laura McPherson, Ashe County Librarian

Absent: Suzanne Moore, Wilkes County Librarian

1. Call to Order at 1:10 pm by Patty Swartzbaugh

**2. Additions/Deletions and Approval of Agenda**

Deletion: Under no. 4 (closed session) tabled until January meeting

**Doug made a motion to accept the agenda as amended and Karen approved. All voted in favor.**

**3. Audit Report by Combs, Tennant & Carpenter, P.C. - Vote of approval requested.**

Jason Carpenter and Emily Reynolds presented a brief report on our audit. The opinion on the report is unmodified. (p.5)

Jason went over the government funds balance sheet, assets, fund balance, and liabilities. He complimented Tammy on the nice job she has done with the finances.

**Bill made a motion to accept the audit and Margaret seconded it. All voted in favor.**

**4. Approval of the Minutes**

Minutes of the July 2023 meeting (tabled in Sept and did not get approved by end of meeting)

**Brenda made a motion to approve and Jan seconded. All voted in favor.**

Minutes of the September 2023 Meeting

ARL board meeting agenda should say "minutes" instead of "agenda".

**Margaret made a motion to accept the September minutes and Kyle seconded it. All voted in favor.**

5. Correspondence and Communications

Jacob talked about a man named Otvos in Wilkes County who has caused some recurring incidents and has threatened to sue us. He had a 1 year ban effective May 11,2023. The Library is doing its due diligence. He has not made any requests and this will be resolved by the next board meeting.

#### 6. Reports: County Librarians and Regional Director

See County Librarian reports on their Local Board docs page.

Director's report – copy provided.

#### 6. Unfinished Business

None

#### 7. Reports of Standing Committees

##### Budget and Finance:

Tammy went over the budget revisions:

- 23-24 Local budget revisions
- 23-24 State Aid budget revisions

Several old Fixed assets were surplus by IT manager Kilby Spencer.

State Aid:

\$97,749 in additional state aid will be coming and we are putting this in contingency for now. We'll have better numbers in January regarding how to use the extra funds. We will continue contract with Catapult HR for another year.

**Bill made a motion to accept the financials and Jan seconded. All voted in favor.**

##### Governance Committee:

- Circulation Policy – adding Genealogy Research fee

The committee recommended that Subsection F - Genealogy research be added.

**All voted in favor of accepting this.**

##### Personnel

ARL has policies that go back to 2014. If any board members have suggestions on policy revision, send them to Kyle.

- **Current Proposed Personnel Policy changes:**

Jacob went over his power point.

There are 4 Proposals for consideration:

1.) Add a birthday floating holiday whereby Class 1 & 2 would have 8 hours and Class 3 would have 4 hours. We have already budgeted for the time.

- 2.) Reword the Sick leave policy and expand upon the language to include more family members
- 3) Thanksgiving /Christmas holiday for class 3 employees - implement immediately if needed to make their scheduled hours. Manager approval required.
- 4) Digital Watauga Technicians and Interns Exemption from Employed Relatives in the same County

**All voted in favor of these changes.**

- **Approval of Job descriptions**

- 1.) Add position – Assistant Director/Finance Officer – correct a few grammatical errors
- 2.) Appalachian Regional Director position: updated list of direct reports

**All voted in favor.**

#### 8. New Business

2024 Holiday / Library Closing Calendar provided – no approval vote needed.

The meeting adjourned at 2:38 pm

Next Regional Board meeting is Jan. 18,2024 at Ashe County Public Library.