



## APPALACHIAN REGIONAL LIBRARY BOARD MEETING AGENDA MINUTES

### Watauga County Public Library and via Zoom

Thursday, May 19, 2022 at 1:00 p.m.

Present: Doug Butler, Chair; Jan Noffsinger; Kyle Hall; Ala Sue Moretz, Vice-Chair; Roberta Jackson; Margaret Love; Sandra Basel; Becky Ball, Secretary; Bill Davis; Beth Tharrington. Absent with notice: Casey Johnson. For the Library: Jane Blackburn, Tammy Holston, Monica Caruso, Laura McPherson, Suzanne Moore. Guests: Bettie Bond, Whitney Jones.

1. Call to Order at 1:02 p.m. Guests Bettie Bond and Whitney Jones introduced themselves.
2. **Additions/Deletions and Approval of Agenda**  
Doug added under New Business "Request for **approval to make end-of-year budget amendments on June 30 if necessary (with signature of a representative of the Budget Committee and board ratification of changes at July meeting)**. Bill Davis moved to approve, Becky Ball seconded, and the motion passed.
3. **Approval of the Minutes of the March 2022 meeting**  
Ala Sue pointed out a mistake in the draft minutes; Becky Ball moved that the minutes be approved with the change, Kyle Hall seconded, and the motion passed.
4. Correspondence and Communications  
None
5. Reports: County Librarians and Regional Director  
See attached.
6. Unfinished Business  
None
7. **Reports of Standing Committees**

#### **Budget and Finance**

- 21-22 Local budget revisions
- 21-22 State Aid budget revisions

Tammy reviewed all the budget revisions using a new format to make it easier to match up changes in revenues and changes in expenditures. On behalf of the Budget and Finance Committee, Doug requested approval for the budget changes and all voted in favor.

#### **Governance:**

- Revision to Personnel Policy regarding paid work time for school attendance
- Corrections to article and section #s in Personnel Policy
- Clarification to probation period rule in Personnel Policy

Jane reviewed the proposed changes. On behalf of the Governance Committee, Kyle requested approval for the revisions and all voted in favor.

#### **Personnel:**

- Revision to Youth Services Specialist job description**

Jane explained the need for revision (to make requirements on par with the Adult Services Specialist job). On behalf of the Governance Committee, Bill requested approval for the revision and all voted in favor.

- Closed session for Director's annual review and for discussion of search for a new director**

8. New Business

- Request from the Watauga County Public Library Advisory Board to spend up to \$50,000 from the Watauga Building Fund on the first phase of a building renovation/expansion project. This would include:**

- 1) \$5,000 for Appalachian Architecture's proposal to provide a site plan, review of zoning/permitting requirements, base drawings, conceptual interior layout, and exterior design;
- 2) \$5,000 for Municipal Engineering's proposal to help develop a base map and site plan;
- 3) \$3,800 for a local soils engineer and drilling team to determine if the soils in the proposed area are suitable to excavate for a basement;
- 4) \$10,000 for Ramsay Burgin Smith Architects to evaluate the existing and proposed space, help determine needs/goals of the community and library, and develop a building program for use by the project's final architect; and
- 5) \$25,000 for Whitney Jones, Inc. to conduct a campaign survey (feasibility survey) to gauge support and leadership for a potential capital campaign to raise funds for renovation and expansion of the Watauga County Public Library.

After some questions and discussions, with input from Bettie Bond and Whitney Jones, Bill Davis made a motion to approve the above-mentioned expenditures, Jan Nofsinger seconded, and all voted in favor.

- Request for approval to make end-of-year budget amendments on June 30 if necessary (with signature of a representative of the Budget Committee and board ratification of changes at July meeting)**

Bill Davis made the motion, Becky Ball seconded, and all voted in favor.

9. **Adjournment at 2:45p.m.**

Next meeting July 21, 2022 at the Ashe County Public Library.