

## APPALACHIAN REGIONAL LIBRARY BOARD MEETING MINUTES

Ashe County Public Library  
Thursday, July 21, 2022 at 1 pm

Present: Doug Butler, Jan Noffsinger, JoAnn Crawley, Kyle Hall, Margaret Love, Ala Sue Moretz, Casey Joe Johnson, Beth Tharrington, Bill Davis.

Present for the Library: Jane Blackburn, Director; Tammy Holston, Finance/Personnel Manager; Ingrid Hayes, Adult Services Manager, for Monica Caruso; Laura McPherson; Suzanne Moore

Guests: none

### Call to Order

- Chairman Doug Butler called the meeting to order at 1 pm

### Additions/Deletions and Approval of Agenda

- Addition to the report of the Budget and Finance Committee of a brief report from ARL Director Jane Blackburn on the status of the State Library of North Carolina's distribution of American Rescue Plan Act (ARPA) funds to public libraries
- Addition of an executive session to share progress of the ARL Director Search Committee
- Reordering of business to move County Librarian and Director reports after new business
- Kyle Hall made a motion to approve the agenda with additions and reordering as stated above; Margaret Love seconded; all approved

### Approval of Previous Meeting's Minutes

- No corrections were made
- Bill Davis made a motion to approve the minutes of the May 2022 meeting; Ala Sue Moretz seconded; all approved

### Correspondence and Communications

- None

### Report of Library Director and County Librarians

See attached (moved on agenda to after new business)

### Unfinished Business

- None

### Reports of Standing Committees

- Budget and Finance
  - Finance Officer Tammy Holston presented the final budgets for FY 2021-22 and reviewed all budgets with the board.
  - Tammy also presented the 2022-23 local budget adjustments for July 2022
    - Bill Davis asked whether the Wilkes County grant covered salaries and operating expenses for the Wilkes County Public Library. Tammy explained that the grant was \$25K short of the library's full request. Jane explained the process for requesting library funding and noted that Wilkes County did provide a 4% increase from the previous year and that she hopes they will fully fund next year's request.
  - Tammy also presented the 2022-23 state budget adjustments for July 2022
    - ARL will receive the same amount of State Aid as last FY
  - CDs maturing – move money to NCCMT?
    - ARL has \$550K in CDs that are maturing

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- Doug, Jane, and Tammy met with a representative from North Carolina Capital Management Trust (NCCMT) to discuss the possibility of moving these funds to them.
- Tammy explained that the LifeStore CD is \$300K and will renew at an interest rate of 0.55-0.75% for 13 months. NCCMT can start at 1.35%. She also explained that NCCMT is approved to manage state agency funds, and we can have access to the money at any time. If ARL decides to move this money, bank fees will be higher but interest will more than make up for this increase.
- In addition, Ashe has an NC CDARS CD that ARL could decide to move to NCCMT. The penalty for moving this money would be \$300, but putting \$250K in NCCMT for the rest of the year would earn more interest.
- On behalf of the Budget and Finance Committee, Doug requested approval for the budget changes. Following discussion (see below), all voted in favor.
- Discussion
  - Kyle Hall asked about the NC Statutory obligation to be insured by FDIC; NCCMT is not, but they are fully backed by the government.
  - Kyle also asked how quickly can you get the money? Tammy says the library would have next day access to funds.
  - Jane noted that all 100 counties in NC have funds with NCCMT.
  - Bill Davis requested clarification on Kyle's initial question. Doug clarified that the government backing is satisfied by the methods used by NCCMT.
- ARPA funds from the State Library of NC
  - See attached list of eligible and ineligible uses; Jane reviewed this list with the board
  - The State Library of NC will release \$216,982 to ARL as a lump sum; this money must be encumbered by the end of 2024 and spent by the end of 2026
  - Jane requested until September to make a plan to spend the money but highlighted a few options
    - ARL needs a new courier vehicle
    - Staff bonuses
    - Remainder divided equally between counties
    - Other ideas from the board are welcome
- Governance
  - No business
- Personnel
  - Revisions to ARL Director's job description (provided to board prior to meeting) include changes to educational and experience requirements
  - JoAnn Crawley, Ala Sue Moretz, Margaret Love, and Bill Davis recommended that these changes be made and all voted in favor.

### New Business

- Nominations Committee appointed to bring slate of officers to September meeting
  - Margaret Love, Jan Noffsinger, and Bill Davis will compose the committee
  - If the past pattern is followed, the board Chair will be from Wilkes, the Vice-Chair from Watauga, and the Secretary from Ashe.

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- Report from the Search Committee
  - Executive Session
- Approval of changes in Notary Fees
  - Notary Fees are determined by the State of North Carolina
  - Kyle motioned, Jan seconded, and all approved

### Adjournment

- ???

Next Meeting: September 15, 2022 at Wilkes County Public Library

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