

# APPALACHIAN REGIONAL LIBRARY BOARD MEETING MINUTES

Watauga County Public Library

Thursday, November 20, 2025 at 1:00 p.m.

Present: Jan Noffsinger, Karen Moll, Patty Swartzbaugh, Mary Stolberg, Lori Allred, Jennifer Chatham, Debbie Barrett

Present on Teams: Camilla Lovett, Natalie Harkey

Present for the Library: Monica C., Watauga County Librarian; Tammy Holston, Finance and Personnel Manager; Russell Taylor, Director of Libraries; Suzanne Manners, Wilkes County Librarian; Laura McPherson, Ashe County Librarian

Guest: Brady Combs

## 1. Call to Order

Jennifer called the meeting to order at 1:05 pm.

## 2. Additions/Deletions and Approval of Agenda

We added Food for Fines to the agenda. Karen made a motion to approve the agenda and Jan seconded. All approved.

## 3. Audit Report by Combs, Tennant & Carpenter, PC. Vote of approval requested.

Brady Combs gave a summary of the FY 2025 audit. He gave the audit an unmodified opinion, which is the highest rating they can give. The Digital Champion grant impacted our revenue and expenditures.

Patty made a motion to accept the audit and Karen seconded, all approved

## 4. Approval of the Minutes

o Minutes of the September 2025 meeting

Russell needs to be added into the minutes for the September meeting. Jan made motion, Patty seconded it and all approved.

## 5. Correspondence & Communications – None

## 6. Reports: County Librarians & Regional Director

a. County Librarians – Laura, Monica, Suzanne (see reports)

b. Director of Libraries - Russell Taylor (see reports)

## 7. Reports of Standing Committees:

a. Budget and Finance:

- o Approve Updated FY 2025/2026

Regarding the State Aid budget,

- We're adding \$1900 to professional development fund.
- \$15,000 to each library for materials
- Not renewing subscription to Catapult HR Firm since the price increased.
- All funds have been received for LSTA grants
- With remaining Digital Champion funds, we will buy overdrive books

Jennifer made a motion to accept the budgetary changes and Karen seconded it. All approved.

b. Patty – Governance:

- o Review Circulation Policy updates – approve in January

The committee will be sending draft out before January's meeting and will approve for March meeting.

c. Personnel

- o Approve Assistant Circulation Manager and Outreach Specialist job description updates. Jan made a motion to approve changes regarding job descriptions and Mary seconded it. All approved.

8. Unfinished business – none

9. New Business

- o Approve 2026 Holidays and Closings
- o Consider Ashe and Watauga request for 2nd Food for Fines drive in calendar year 2025 (2024 was cancelled due to Hurricane)

Karen made a motion to approved holidays, closings, and Food for Fines and Patty seconded it. All approved.

10. \*Closed session with Board

- o Return to Open session

Patty made a motion to leave the closed session and Jan seconded it. App approved.

o Approve September 2025 Closed Session minutes

Mary made motion to approve September closed session minutes and Patty seconded it. All approved.

o Approve any new motions discussed in Closed session (if needed) There were not new motions to approve.

## 11. Adjournment

Mary made a motion to adjourn and Jan seconded it. All approved. The meeting adjourned at 2:15 pm

Next meeting will be January 15, 2026 in Wilkes County @1:00 pm (Committee meetings at 12:30 pm) \*§ 143-318.11.(a)(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.