

**Fontana Regional Library  
Meeting of Board of Trustees  
Macon County Public Library  
September 13, 2022  
Minutes**

**Board members present:** Ellen Snodgrass, Debbie Tallent, Wood Lovell, Stephanie Rodeck, Dennis Cox, Boyd Sossamon.

**Board members absent:** Ed Trask, Cynthia Womble, Becky Bryson.

**Staff members present:** Karen Wallace, Tracy Fitzmaurice, Deb Lawley, Lynn Cody, Jeff Delfield.

**Agenda Items**

**I. Call to Order:**

The meeting was called to order at 4:04 p.m. on Tuesday, September 13, 2022 by Chair Ellen Snodgrass.

**II. Adjustments to and approval of the agenda**

No adjustments.

**III. Welcome to the Macon County Public Library**

Karen Wallace welcomed everyone to the Library.

**IV. Approval of Minutes of July 12, 2022 meeting**

Motion to approve the minutes of the July 12, 2022.

Moved: Debbie Tallent

Seconded: Stephanie Rodeck.

Motion unanimously approved.

**V. Review of communications and public comment (if needed)**

Public comment was given.

**VI. Director's Report**

Karen Wallace shared a Long Range Plan Highlights – 2016-2021 handout. The handout shows highlights from around the region covering all the goals of the plan. The plan was extended through 2022 due to the impact of covid-19 on some of the objectives. Ms. Rodeck asked how this information would be communicated to the public and suggested it could be shared out in the individual sections through social media. This can be done before the official roll out of the new long range plan. Mr. Lovell asked what the numbers stated in the report represented. Ms. Wallace described how these numbers were collected from the activity portal. She also explained how some of the numbers were misleading due to the fact that some large activities, such as supplying hotspots, only count as one activity even though they impact many people. Mr. Cox asked if the person responsible for FRL's digital content could add a perpetual survey or blog to the website. This issue, along with the development of future surveys will be discussed with FRL leadership.

## **VII. Financial Reports**

### **A. Finance Consultant Report**

From Deb Lawley, Acting Finance Officer

Report:

From Deb Lawley, Acting Finance Officer

Following the hire of the new Finance Officer in July, my assignment has been to assist with the FY21-22 audit and facilitate the implementation of the new accounting software systems. Here is the status to date of those projects.

#### **FY21-22 Audit:**

Everything the auditors have requested to date has been uploaded to the audit firm's secure portal. The auditors will be onsite at FRL HQ on Wednesday, September 21, 2022 to conduct their fieldwork and meet Lynn and Tracy. The auditors have already sent the annual list of fraud questions to Karen (and Ellen). Barring unforeseen problems, the audit is on track to be completed on time and presented to the Board in November. Following that, the audit firm will prepare the annual Form 990. It has been 3 years since the audit was put out for bid, so FRL should consider doing that this year or next. The bid documents should be sent out in January or early February, so it might be awkward this year since we will be finishing up a major software upgrade, but I would not recommend signing another 3-year contract. (Suggest 1 year extension if we don't go out to bid).

#### **Proliant payroll software:**

Because Banyon is not user friendly, it was necessary to manually create employee records to upload to the new software. In addition, our implementation leader with Proliant left the company last week causing a personnel shift a week before our go-live. However, the payroll module, called Ready Payroll Online (RPO) is on schedule to go live with the payroll on Friday. We will need to transfer the general ledger files to Banyon manually, because the Banyon vendor cannot accept a file from another product unless we pay an additional \$1800. Given Banyon's track record with uploading data, there are no guarantees that it would actually work if we did pay. Since it will only be a few months until we replace Banyon altogether, we opted not to pay for this. The new Time and Labor component called Attendance on Demand (AOD) should begin use starting on Friday. Supervisors have been trained on it, and I am preparing a reference document for staff. We are finishing the final set-up of the e-hiring module. The hiring managers (a term used by Proliant for those authorized to enter new employees into the e-hiring system) are meeting tomorrow to discuss customized documentation to provide to new hires. We will be bringing the online benefits piece online within the next two weeks.

#### **Blackbaud Financial Edge NXT general ledger system:**

We will be starting the implementation of the new general ledger system in early October. We have had the initial planning meetings and Lynn and Meredith have been doing a lot of online training for the new system. We did not want to start the implementation until the new payroll system is up and running. The preliminary timeline places the go-live date in January.

**B. Approval of Budget Amendments FY2022-23 – Lynn Cody**

See Budget Memo FY 2022-2023, 09-13-22

Motion to approve the FY2022-2023 Budget Amendments: Debbie Tallent.

Seconded: Dennis Cox.

Unanimously approved as presented.

**C. Update on LSTA Grants**

**i. SLNC Adapts: Digital Seniors**

Everything has been finalized.

**ii. Adult Memory Project**

This grant has a very quick turnaround. The \$4300 has been used to purchase materials for seniors with memory issues or dementia.

**VIII. Unfinished Business**

**A. Long Range Plan – Approval needed.**

See handout: LRP 2022-2027.

Ms. Snodgrass asked about the Regional Agreement which is up for renewal in January 2023. Ms. Wallace explained that the Agreement will automatically renew and can be amended at any time in the future. The Long Range Plan is a living document which is reviewed and updated on an annual basis. Ms. Rodeck pointed out that the goals themselves were not measureable and Ms. Wallace explained that measurements were carried out through the objectives and strategies. Ms. Rodeck stressed that she would like to see measureable goals. Mr. Wood asked about what social workers would do in a library and whether that objective could be carried out by working with Western Carolina University. Ms. Fitzmaurice explained how some libraries were using social workers and that FRL is just beginning to investigate the idea. JCPL did work with WCU and six of their social work graduate students during the spring semester of 2022. The students were also investigating the possibility of placing social workers in the library environment.

Motion to approve the Long Range Plan 2022-2027: Debbie Tallent

Seconded: Wood Lovell

Unanimously approved as presented.

**B. Update of Marianna Black Library/HQ Building Plans**

There will be a fundraising training for the MBL Campaign Committee and Board members on September 22<sup>nd</sup>, at MBL with Wilson Sims. Al Platt visited the library and stated that he will advocated on behalf of the building project. Mr. Platt is running against Mike Clampitt for NC House. Mr. Clampitt also states his support for the library project. Brian Thomas, a teacher at Swain High School, will work with students to produce a video showing the current library and explaining the projected renovations. This video will be used during the fundraising campaign.

**C. Nantahala Community Library facility**

Macon County Manager, Derek Roland, is experiencing difficulty with securing an architect for the NCL project. MHAworks, an Asheville commercial design firm may submit a proposal. The architect's estimate must be under \$50,000 in order for it not to have

to go out for bid. The project has a projected start date of January 2023 and will include renovating the building for both the Nantahala Community Club and the Nantahala Community Library.

**IX. New Business**

**A. Board retreat**

Lynda Reynolds, Public Library Management Consultant for the State Library of North Carolina will be in the area at the beginning of November. She could meet with the Board to discuss a variety of topics including the roles and responsibilities of library governing boards, or intellectual freedom. The board will email Karen with their preferences of topic. Mr. Lovell suggested that Karen Wallace gives a report of her thirty years working for FRL. The next FRL Board Meeting is currently scheduled on November 8<sup>th</sup> and this is also Election Day. The board discussed moving the board meeting to accommodate for the elections. A motion was made.

Motion to move the FRL Board meeting from Tuesday, November 8 to Wednesday, November 2, (Still at Marianna Black Library, 4:00 p.m.): Stephanie Rodeck.

Seconded: Debbie Tallent.

Unanimously approved.

**B. Collection Development Policy revision**

Motion to defer the approval of the revised Collection Development Policy: Stephanie Rodeck.

Seconded: Wood Lovell.

Unanimously approved.

**X. Other Business**

None.

**XI. Executive Session**

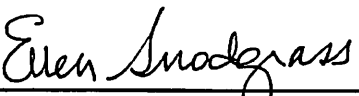
**XII. Adjournment**

There being no other business, the meeting was adjourned at 7:10 p.m. The next meeting is scheduled for Wednesday, November 2, 2022 at 4:00 p.m. at the Marianna Black Library.

Motion to adjourn: Stephanie Rodeck.

Seconded: Wood Lovell.

Respectfully submitted:

  
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Ellen Snodgrass, Chairperson

  
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Karen Wallace, Regional Director