

**Fontana Regional Library
Meeting of Board of Trustees
Marianna Black Library
November 2, 2022
Minutes**

Board members present: Ellen Snodgrass, Wood Lovell, Dennis Cox, Boyd Sossamon, Ed Trask, Cynthia Womble.

Board members absent: Becky Bryson, Debbie Tallent, Stephanie Rodeck.

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

Agenda Items

I. Call to Order:

The meeting was called to order at 4:00 p.m. on Wednesday, November 2, 2022 by Chair Ellen Snodgrass.

II. Adjustments to and approval of the agenda

No adjustments.

III. Welcome to the Marianna Black Library

Jeff Delfield welcomed everyone to the Library.

IV. Approval of Minutes of September 13, 2022 meeting

Motion to approve the minutes of September 13, 2022.

Moved: Wood Lovell

Seconded: Boyd Sossamon

Motion unanimously approved

V. New Business

A. Presentation of 2021-2022 Auditors' Report

Presented by Fran Noel, Audit Senior Manager, Carter, P.C.

Financial highlights from the Auditors' Report:

- Audit adjustment of \$92,000.
- The assets and deferred outflows of resources of the Library exceeded its liabilities and deferred inflows of resources at the close of the fiscal year \$2,930,439 (net position)
- The Library's total net position increased by \$194,917, primarily due to overall decrease in expenses.
- As of the close of the current fiscal year, the Library's governmental funds reported combined ending fund balances of \$2,259,509, with a net increase of \$154,797 in fund balance. Approximately 28% of this total amount, or \$623,064, is restricted (MBL building project).
- At the end of the current fiscal year, unassigned fund balance for the General Fund was \$1,303,910, or 36% of total general fund revenues for the fiscal year.

- The Library's total debt decreased by \$340,614 (42.6%) during the current fiscal year. The key factor in this decrease in the Library's pension related debt.
- Next fiscal year may see an adjustment in building lease reporting.
- The audit reported a clean opinion and no issues with internal control.

B. Acceptance of 2021-2022 Auditors' Report
 Motion to accept the 2021-2022 Auditors' Report:
 Moved: Cynthia Womble
 Seconded: Dennis Cox
 Motion unanimously approved

VI. Review of communications and public comment (if needed)
 Public comment was given.

VII. Director's Report

Karen, Jeff, and Tracy have met with staff at MCPL, MBL, and Hudson Library to review the new Long Range Plan 2022-2027. Meetings will be scheduled for JCPL, ACCCL, and NCL. The staff activity portal is currently being revised and will include an evaluation component.

Abby Hardison has accepted the position of Macon County Librarian and will start on December 16th. This will allow a month of cross-training before Karen's retirement on January 15th. Ms. Hardison currently works at Rowan County Public Library in Salisbury, NC.

FRL has been chosen to receive a Digital Inclusion Grant. This was not a competitive grant process and FRL has accepted the grant. The Covid-19 pandemic drew attention to the lack of broadband to the western North Carolina area. FRL has reviewed and suggested changes to the MOA and will sign the paperwork upon revision. This grant will offer funds in excess of \$100,000 and will allow FRL to hire a Digital navigator. More information will be forthcoming.

VIII. Financial Reports

A. Finance Consultant Report

Written report sent to the Board from Deb Lawley, Financial Consultant

B. Approval of Budget Amendments FY2022-23 – Lynn Cody, Finance Officer

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

Motion to approve the FY2022-2023 Budget Amendments: Ed Trask

Seconded: Dennis Cox

Unanimously approved as presented

A meeting has been scheduled with e-rate Consultant, Jeannene Hurley on November 9th, 2022. This meeting will be attended by Lynn Cody, Meredith Fortner, Jim Walker, and Tracy Fitzmaurice.

The new Proliant payroll system went into effect and staff are adapting to the new software. The new Blackbaud financial software upgrade is running ahead of schedule. There will be a meeting on November 15th to go over the new processes with the finance team, county and branch librarians, office managers, and administrative assistants. Finance will be going

into test mode in November with the goal of going live in December. Blackbaud offers a lot of training and very good support.

- C. **Resolution and Agreement for North Carolina League of Municipalities Insurance contract**
The NCLM offered FRL better coverage while saving approximately \$3000. The amount will be prorated from November 15th, 2022 until June 30th, 2023. The 2023-2024 fiscal year invoice will cost approximately \$29,000. FRL will also receive a multi-policy discount. NCLM will cover Property and Liability, Workman's compensation, and Bonding for Board officers and staff. NCLM is easier to contact directly than our current insurance carrier and also offers legal consultation for Human Resources

Motion to accept the resolution and agreement for NCLM insurance contract: Ed Trask
Seconded: Wood Lovell
Unanimously approved

- D. **LSTA Bright Ideas Grant status report**
A finalized invoice has been submitted and the reimbursement should soon be received.

- E. **Reading Rover Bid Acceptance**
FRL followed North Carolina General Statute §143-129 for the sale of the Reading Rover vehicle. The five bids were received at FRL HQ by the October 28th deadline and opened by the Board Chair, Ellen Snodgrass. The Board can accept or deny all bids.

1. Scott and Ann Thompson	\$5425
2. Mitchell Jenkins	\$2100
3. Dana Pierce	\$2022
4. Commercial Bus and Vehicles, LLC	\$5993
5. Johnny Marr	\$2850

Motion to accept the highest bid by Commercial Bus and Vehicles, LLC: Wood Lovell
Second: Ed Trask
Unanimously approved

IX. Unfinished Business

- A. **Update of Marianna Black Library/HQ Building Plans**
The building project is on track to start in spring 2023. The first part of the project will involve excavation and moving the retaining walls. Wilson Sims has been retained as the fundraising consultant. Sims is familiar with the grant environment and has identified a grant writer for the MBL/HQ project. Swain County has \$500,000 in their budget earmarked for the renovation and expansion. MBL is currently in a readiness phase, and hope to move into the quiet phase in February 2023. Sims is the same consultant used for JCPL building project.
- B. **Nantahala Community Library facility**
At this time Macon County government is not planning on hiring an architect to develop plans for renovating the future home of Nantahala Community Library and the Nantahala Community Club. Jack Morgan, who is working on contract for the county, hopes to start the project in January with basic repairs to the building, building the partition and bathrooms, and adding new flooring. It is likely that the roof will need to be replaced. A

meeting with representatives from the library and the community club will be held on November 7th at NCL. The bridge work has been completed ahead of schedule and the parking lot has been paved. Senator Corbin and Representative Gillespie secured \$200,000 in State funds for this project. These funds have been allocated to Macon County government. A total of \$700,000 has been allocated for the renovation. If the building project goes over \$300,000 a general contractor would have to be used. Broadband availability is still being researched. Derek Roland has been notified about e-rate by Karen Wallace. If applied for and received, e-rate would mean an 80% discount on this Category 2 installation. This decision needs to be made soon to make the e-rate deadline.

- C. **Collection Development Policy Approval**
Motion to table a vote on the Collection Development Policy until January 10, 2023, to allow further research and discussion: Wood Lovell
Seconded: Ed Trask
Unanimously approved

X. New Business (continued)

C. 2023 Schedules

1. FRL Board Meeting Schedule 2023

January 10	Jackson County Public Library
March 14	Hudson Library
May 9	Albert Carlton Cashiers Community Library
July 11	Nantahala Community Library
September 12	Macon County Public Library
November 14	Marianna Black Library

Motion to approve the FRL Board Meeting Schedule 2023: Wood Lovell
Seconded: Dennis Cox
Unanimously approved.

2. FRL Holiday Closing Schedule.

January 2	New Year's Day
January 16	Martin Luther King Jr. Birthday
April 7	Good Friday
May 29	Memorial Day
July 4	Independence Day
September 4	Labor Day
November 11	Veterans Day
November 23-24	Thanksgiving Day and Friday
December 23-26	Christmas Break

XI. Other Business

None.

XII. Executive Session

XIII. Adjournment

There being no other business, the meeting was adjourned at 5:45 p.m. The next meeting is scheduled for Wednesday, January 10, 2022 at 4:00 p.m. at the Jackson County Public Library.

Motion to adjourn: Cynthia Womble
Seconded: Wood Lovell

Respectfully submitted:



Ellen Snodgrass, Chairperson



Karen Wallace, Regional Director