

**Fontana Regional Library Meeting of Board of Trustees
Jackson County Public Library – Community Room
January 10, 2023
Minutes**

Board members present: Ellen Snodgrass, Wood Lovell, Dennis Cox, Ed Trask, Cynthia Womble, Debbie Tallent, Margaret Carton, Stephanie Rodeck.

Board members absent: Boyd Sossamon.

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

Agenda Items

I. Call to Order:

The meeting was called to order at 4:03 p.m. on Tuesday, January 10, 2023 by Chair Ellen Snodgrass.

II. Adjustments to and approval of the agenda

No adjustments.

III. Welcome to the Jackson County Public Library

Tracy Fitzmaurice welcomed everyone to the Library and introduced new Board member, Margaret Carton. Ms. Carton is new to the Jackson County Library Board and will be representing Jackson County on the FRL Board. Ms. Carton also serves on the Board of Big Brothers Big Sisters of Western North Carolina, the Friends of Panthertown, and the Rabun Gap-Nacoochee School Board of Trustees.

IV. Approval of Minutes of November 2, 2022 meeting

Motion to approve the minutes of November 2, 2022.

Moved: Cynthia Womble

Seconded: Wood Lovell

Motion unanimously approved

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

Public comment was given.

VI. Director's Report

See January 2023 Director's Report. The report was given by Karen Wallace and Tracy Fitzmaurice.

VII. 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, 01-10-23

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

Seconded: Wood Lovell

Unanimously approved as presented

At the July 12, 2022 FRL Board meeting the board agreed to forego the interim position and Tracy Fitzmaurice would be offered the position of Regional Director upon Karen Wallace's retirement. Tracy has been training for the last six months and Lynn Cody asked the board to waive the probation status as Tracy steps into her new role.

Motion to approve waiving of the probationary period for Ms. Fitzmaurice: Wood Lovell

Seconded: Dennis Cox

Unanimously approved

C. Reading Rover sale complete

Commercial Bus and Vehicles, LLC purchased the Reading Rover for \$5993. Mr. Lovell asked where the funds were placed. Mr. Cody explained that they had been placed under revenues in the budget under *Gain and Sales of Assets* and placed under the *Vehicle Supplies* line for Auto Supplies until needed for the purchase of a new FRL vehicle.

Mr. Cody stated that the new accounting software *Blackbaud* is still on schedule for complete implementation. Mr. Lovell asked if the new system has been a big advantage. Mr. Cody said that is much better than the previous software and the *Blackbaud* support staff are available for assistance during the set-up and roll out. Ms. Rodeck asked how a new employee is added to the system. Mr. Cody explained that these requests are addressed to him in writing so he can add new employees. Ms. Womble asked if there is a form that auditors can see with regards to the authorization process for access to the system and Mr. Cody answered that there is a form.

VIII. Unfinished Business

A. Update of Marianna Black Library/HQ Building Plans

Ellen Snodgrass reported that Senator Corbin and Representative Clampitt came for a tour of the Marianna Black Library. They will be making a budget request for the building project. The Library was very busy during their visit with many children, NC Works, and job seekers using the library. In January the grant writer completed grants for the Dogwood Trust and FedEx. They are also working on three other grant opportunities. There is a Grant Tracker spreadsheet to organize deadlines and opportunities and the building committee has its own chart for funding over multiple years for each step. Mr. Lovell verified that this plan is for renovation of the existing library. Jeff Delfield explained it is a renovation and expansion of the existing lot. Ms. Snodgrass added that the additions will be on two sides and the plan has been very well thought out by Asheville architect Keith Hargrove. Mr. Hargrove has worked on many libraries in the region. Excavation should begin in April and include the installation of new retaining walls. It is hoped that the project will be complete with 18 months. Karen reminded the Board that the Jackson County Public Library building project took more than 10 years to complete and many suggestions and decisions were made before the new JCPL opened on Courthouse Hill.

B. Nantahala Community Library facility

Tracy reported that the new site is White Oak Lane, and the largest concern at this time is acquiring internet access. BalsamWest is working to get broadband to the area in a multi-year process. Jim Walker is working with BalsamWest on Point to Point which may or may not work. If that doesn't work, the last option is a Starlink RV satellite on the building, which would be a temporary solution until fiber is available. The County has started working on the building, and the roof is recently replaced. One side of the building will be for the Nantahala Community Club. The windows are to be replaced and the chimney repaired and set up for an electric fireplace. Karen Wallace, Abby Hardison, Jim Walker, Beverly Broxson, Ed Trask, Tracy Fitzmaurice, Sharon Crosby, and Reid Dale (Interior Systems, Inc.) will visit the site on Thursday, January 12th. They will meet with Jack Morgan from the County to go over possible plans.

The other half of the building will be Nantahala Community Club. They will be responsible for outfitting and maintaining their own side. Mr. Lovell asked who is doing the work of this upgrade. Tracy explained that Jack Morgan, who is retired from the County, will be the project manager and that County employees will be carrying out the majority of the work. Ms. Wallace explained that the library would be moving from 1800 square feet to 1200 square feet and from a building with high-speed internet to nothing (although this will be added). The building was procured by the County without any input from the library. Mr. Trask explained that the bathrooms will be the only shared space in the facility.

C. Collection Development Policy Approval

Ellen Snodgrass reported that the Ad hoc committee for the Collection Development Policy met on December 21st to review and complete final revisions on the Policy. The committee included a board member from each county, Debbie Tallent, Cynthia Womble, and Dennis Cox. They were joined by Karen Wallace and Tracy Fitzmaurice. After the committee meeting, Ms. Womble sent out a report to the board so the board could review the final revision before voting on the Policy at January's meeting. The email discussed how the committee reviewed all the information provided by library staff on the previous version, the recent revisions, and the policies of other libraries. Other information from public comments, both verbal and in writing was considered and the committee have addressed what they believe are all the issues.

Motion to accept the revised Collection Development Policy: Cynthia Womble

Seconded: Dennis Cox

No discussion.

Vote was 7-1

Approved

IX. New Business

A. New vehicle needed

Karen Wallace reported that the 2005 vehicle used by MCPL has 214,000 miles and has become unsafe and problematic. It is requiring more maintenance to keep it on the road and needs to be replaced. Ms. Wallace suggested that FRL purchase a cargo van for HQ, which would allow the current Ford Edge at HQ could be transferred to MCPL. No action is requested at this time, but Ms. Wallace wanted to let the Board know that HQ will start researching vehicle options. A proposed appropriation from reserve and auto funds will be made once a vehicle has been selected. Possibilities may include a Transit Connect cargo van which would be better suited for courier and has options available with and without

seats. The only drawback at this time is that acquiring a new vehicle could possibly take up to six months due to shortage nationwide. Mr. Cody will research the options and bring them to the March Board meeting.

Mr. Cox encouraged FRL to look into electric vehicles although this would require the infrastructure to charge the vehicle. Ms. Rodeck suggested that options to be researched should include replacing the Macon vehicle with a used vehicle using only funds from the Reading Rover sale.

X. Other Business

None.

XI. Executive Session

XII. Adjournment

There being no other business, the meeting was adjourned at 5:55 p.m. The next meeting is scheduled for Tuesday, March 14, 2023 at 4:00 p.m. at the Hudson Library, in Highlands.

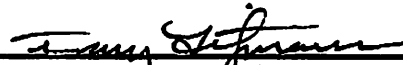
Motion to adjourn: Debbie Tallent

Seconded: Wood Lovell

Respectfully submitted:



Ellen Snodgrass, Chairperson



Tracy Fitzmaurice, Regional Director