

**Jackson County Library Board**  
**February 18, 2025 - 4:00 p.m.**  
**Jackson County Public Library – Revised Minutes**

Present: Lauren Baxley, Frederick Buskey, Kitty Chisholm, Beth James, Marva Jennings, Geraldine Martinez, Lori Richards.

Absent: Deborah Smith (ex officio), Commissioner John Smith.

Staff: Tracy Fitzmaurice, Serenity Richards (recording).

**Call to order**

Lori Richards brought the regular meeting of the Jackson County Library Board of Trustees to order Tuesday, February 18, 2025 at 3:59 p.m. in the Community Room at the Jackson County Public Library. New members introduced, Marva Jennings & Kitty Chisholm.

**Approval of minutes of November 19, 2024 meeting**

Motion to approve November 19, 2024 minutes: Frederick Buskey

Second: Marva Jennings

Discussion: Lori Richards made a motion to strike the entire discussion overview of FRL report from minutes. An accurate copy of her report was provided to be entered into minutes.

(Addendum A)

Motion to approve amended minutes made by Kitty Chisholm.

Seconded by Geraldine Martinez.

Motion passed with 5 in favor and 2 abstentions

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**Review of correspondence and communications**

None received.

**JCPL Librarian report**

*See attached Librarian's Report*

**ACCCL Librarian report**

*See attached Librarian's Report*

**Report from the FRL Regional Board Members**

Highlights of Meeting January 14, 2025

*See attached FRL Report*

**Unfinished business**

Digital Champions grant update. The hiring of a third digital navigator has been approved. Federal funding has been guaranteed. Financial statements are required each month on what has been spent. Classes at Circles of Jackson will start in June. Classes at the Department of Aging will begin in the Spring, Spanish language classes will be offered in partnership with Unidxs. Fifty new hotspots have been deployed, FRL will be applying for 50 more in April.

## **New Business**

### **a. Overtures to FRL board**

- i) Kitty Chisholm introduced an overture concerning juvenile library cards.

*The juvenile card program for children ages 15 years and younger, as approved over a year ago, will be enacted upon approval of the Fontana Regional Library Board with a two to three month implementation period, at the end of which time all cards previously issued to children ages 15 and younger will expire. All parents will sign new application forms with informed consent, choosing either a juvenile or adult card. (Addendum A).*

Motion to advance overture to FRL board: Geraldine Martinez

Second: Marva Jennings

Discussion

Motion to approve as presented: Marva Jennings

Second: Kitty Chisholm

Motion passed with 4 in favor and 3 opposed

- ii) Marva Jennings introduced an overture concerning the Parents Bill of Rights and Student Access cards

### **Background:**

*In order to comply with the NC Parents' Bill of Rights (NC Senate Bill 49 / SL 2023-106) Jackson County Public Schools did not submit the student data in October 2024 which was required to continue the Memorandum of Agreement with the Fontana Regional Library for participation in the Student Access Initiative through NC Cardinal N.E.S.T. Project for the 2024-25 school year. According to the FRL Circulation Policy, the Student Access Cards were set to expire at the beginning of the 2024-25 school year; however, many JCPS students continue to have unrestricted access to the entire FRL catalog.*

### **Overture:**

*In order to bring all Jackson County Libraries into legal compliance with the Parents' Bill of Rights, the following is proposed:*

*Any and all student data currently held for Jackson County Public School students in regard to the Student Access Initiative needs to be permanently removed from all data bases of Jackson County Library, Fontana Regional Library, and/or NC Cardinal N.E.S.T.*

Motion to advance overture to FRL board: Kitty Chisholm

Second: Geraldine Martinez

Discussion

Motion to advance overture to FRL board: Kitty Chisholm

Second: Marva Jennings

Motion failed with 3 in favor, 3 opposed and 1 abstention

Motion to table until next meeting while awaiting clarification from Dr. Ayers –  
Kitty Chisholm

Consensus reached. Tabled until next meeting.

b. Discussion regarding Jackson Board Bylaws amendment to match FRL Inter-local Agreement

i) Proposed changes due to FRL changes attached.

ii) Cannot vote on this today, can be voted in May.

iii) Robert's Rules of order were recommended as the standard in the board bylaws.

c. Board membership update / Officer Nominating Committee

i) Mary Gelbaugh resigned from the board this afternoon. The Town of Sylva will vote for her replacement.

ii) A nominating committee will be needed to name a slate for election at the May meeting.

iii) Lauren Baxley, Marva Jennings, Kitty Chisolm, Frederick Buskey volunteered to serve on ad hoc committee.

d. Motion

i) Marva Jennings introduced a motion regarding board transparency.

*I make a motion to have the Jackson County Public Library (JCPL) Board meeting agendas and all related documents: (1) posted on the JCPL website the Friday before the Tuesday meeting to be available for the public to review in advance; (2) emailed to the JCPL Board of Trustees ten (10) calendar days prior to the Board meeting; and for 15 copies of the agenda to be provided for the public at each meeting.*

Motion to approve the motion: Beth James

Second: Kitty Chisholm

Motion passed unanimously

e. Motion

i) Kitty Chisolm introduced a motion regarding board transparency.

*I move to improve meeting transparency by having the library staff:*

- *Record the Jackson County Public Library (JCPL) Board meetings (audio and video)*
- *Post the recorded meetings on the JCPL website within 3 calendar days after the meeting*
- *Maintain the recordings on the JCPL website for 3 years, after which they will be archived and available upon request*
- *Post the draft meeting minutes on the JCPL website within 3 calendar days after the meeting in which they were taken*
- *Post approved minutes on the JCPL website within 3 calendar days after the meeting in which they were approved*

ii) It was requested that the board to consider matching the timeline in the proposed motion to match the FRL board timeline.

iii) The motion was modified to a 7-day timeline to be in line with the FRL board timelines.

Motion to accept the suggested motion as amended: Marva Jennings

Second: Beth James

Motion passed with 5 in favor and 2 abstentions

#### f. Motion

i) Geraldine Martinez introduced a motion to limit librarian reports to 5 minutes.

*Because both librarians do such a good job of informing us in their reports about the library activities and progress on goals, and since we all have this information to preview prior to attending the meetings, this should enable them to give a brief, perhaps 5-minute, summary of their reports at the meeting.*

Motion to accept the motion: Kitty Chisholm

Second: Marva Jennings

Discussion

Motion to approve the motion as stated: Kitty Chisholm

Motion to table the suggested motion: Frederick Buskey

Consensus reached; motion tabled.

#### **Executive Session**

No executive session.

#### **Adjournment**

Motion to adjourn the meeting: Geraldine Martinez

Second: Frederick Buskey

There being no further business, the meeting was adjourned at 5:52 pm.

Next meeting: Tuesday, May 20, 2025 at 4pm at the  
Albert Carlton – Cashiers Community Library

## Addendum A.

### *FRL Report for JCLB Meeting 11.19.24*

Concerns were raised about the Student Access card allowing students "access to the entire FRL catalog" and discussion ensued about how restrictions similar to the Juvenile card might be implemented for the students who use the Student Access card. The director said she would have to speak with someone at NC Cardinal. The board also discussed the restricted Juvenile card which has not yet been released.

A

## Addendum B

### Jackson County Public Library Librarian's Report, February 18, 2025

#### Digital Inclusion

The Jackson County Digital Inclusion committee met on January 14<sup>th</sup>. The committee includes members from SCC, NC Cooperative Extension, WCU, Southwestern Commission, and Jackson County libraries. We work together to coordinate DI activities across the county and to avoid duplication of effort. Both Jackson County libraries are listed in the NCDIT "Tech Resource Finder" database.

The hiring of a third Digital Navigator is in process. The hiring would be for 3-month periods as funding allows through the Digital Champion Grant.

A meeting is planned with Circles of Jackson on February 18<sup>th</sup> to discuss classes for those needing training in technology.

#### Health and Wellness

JCPL partnered with Four Seasons to offer a holiday workshop "Finding Hope in the Midst of Grief." The workshop shared practical holiday survival tips, ways to cope, and connection with fellow grievers.

This month's VAYA Health workshop is "Understanding Schizophrenia and Psychosis." The workshop will discuss ways to find support and work with family members who deal with these mental health diagnoses.

#### Education

JCPL will be joining the America 250 Jackson County committee. Working with Amber Albert, director of WCU's Mountain Heritage Center, we will organize events to celebrate the country's semiquincentennial. More information can be found at [www.america250.org](http://www.america250.org) or <https://www.america250.nc.gov>.

STEAM (Science, Technology, Engineering, Art, Math) programming will be front and center as the youth services team work out their programming for the spring.

The library sponsored Sylva Naturalist Club met on the 13th, to share their observations with fellow club members and enjoy natural history tidbits and nature connection exercises you can try at home. This group has grown significantly over the past year and will continue meeting on a monthly basis.

The Adult Services team developed a Patron Survey for 2025 ([AS Survey 2025](#)). Filling out this survey will help the library decide on the optimal scheduling for programs, refine services, and figure out what patrons would like to see from the Library.

February's family night is "Make-a-Map!" this program is for all ages and will include storytime, activities, and games all related to reading and making maps.

Many happy patrons attended the Daruma and Okonomiyaki workshop on January 8 and the Setsubun celebration on February 11. These programs are part of a series with Nanaka Okamura, the Japanese Outreach Coordinator with WCU. (See photos).



### **Work and Economy**

JCPL has teamed up with AARP to offer tax preparation services free of charge. Appointments started this month and as I write this report there is only one day left with appointments available.

NCWorks job assistance with Beau Busby is held on the third Wednesday of each month.

The NCLive Accounting, Tax, and Banking Collection is available to all library card holders. This collection includes 763 trade journals, 55 magazines, and 14 newspapers spanning business economics, investing, and taxation.

### **Affordable Living**

On February 20<sup>th</sup> JCPL teams up with Uncomplicated Kitchen for a new “Chews your Own Adventure Program. This month participants will learn how to make an affordable and adaptable meal of root veggie mini pot pies for the whole family. Child are welcome with adult supervision.

Working with Jackson Neighbors in Need and Rolling Start, a JCPL patron received a “new” vehicle in January. The library works with these local non-profits to help patrons in need, including making sure the homeless population that uses the library receives sleeping bags when necessary. Staff will be attending the next Jackson County Community Roundtable which works specifically to support the unhoused population

### **Recreation and Leisure**

This month’s Spice Appreciation Club will be introducing Mace. Participants pick up their kit prior to the meeting and bring food made with the spice to share with the group. Participants get to discuss their success

stories (or things they wish had gone better) and decide what spice or herb they would like to try next. Sign-up is required.

February's Crafting Corner allowed participants to create handprinted Valentine's Day cards with different techniques.

February 25<sup>th</sup> will bring the program "Simple Secret of Bird Identification." This interactive presentation will teach participants how to use the simple techniques of bird identification to recognize and get to know the birds in their backyard and beyond. Topher Stephens will talk about the low-cost resources that can be used to jump-start a birding journey and how to connect with free local birding clubs to meet fellow bird lovers and bird learners. Absolute beginners are welcome!

### **Staff Support**

Melinda Franklin has been promoted to Youth Services supervisor. Melinda's previous position as a youth services library assistant will be filled by returning staff member Kahlan Lashbrooks. The part-time youth services position has been filled by Melanie Grimaldo, a WCU student with a background in youth programming.

The Annual In-Service Training Day (AIT) will be held on April 11<sup>th</sup>. All FRL libraries will be closed so that employees can receive training on a variety of topics.

The NCLive Annual Conference will take place in-person on May 16<sup>th</sup> and virtually on May 19<sup>th</sup>. This annual event supports staff training in the wide array of databases offered through NCLive and how to create programming using what is available.

The Annual Southeast Collaborative Online Conference takes place March 11-13. JCPL supervisors will be encouraged to participate in some of the online discussions and training.

### **Operational Excellence**

Facilities: JCPL closed at 12:15 p.m. on February 12 due to water issues on the building. The County were able to temporarily fix the issue and the library reopened at noon on February 13. The main water pipe will need to be permanently repaired in the near future and this will require closing again. I do not have a date for the repair at this time.

Today I attended a webinar entitled, "Succession Planning as Change Management: Building Sustainable Staffing in Libraries." Description: In an ever-evolving library landscape, effectively managing staffing transitions is essential to maintaining operational continuity. This webinar will explore the role of succession planning as a way to proactively prepare for staffing changes, including identifying critical positions, assessing vacancy risk, determining necessary skills and knowledge, and fostering growth in potential successors.

# Addendum C

ACCCL Librarian Report

February 18, 2025

Goal 1: Digital Inclusion: To open the digital world to everyone in our community.

Digital Navigators are back in the building each Wednesday and are being well utilized by the community. In addition, we continue to offer one-on-one tech appointments on demand.

New hotspots were made available for check out and are circulating well. The wait time for a hotspot has decreased drastically with the addition of the new units.

Our free 24/7 wifi usage is up 218% year over year. This trend began before Hurricane Helene and has sustained through the end of the year and into the new year. Desktop usage is on par with last year's usage.

Plans are being finalized for a summer workshop series on safe social media usage. Each session will focus on a type of platform.

Goal 2: Health and Wellness: To assure that everyone in our community will have access to resources and services in order to make the best decisions to maintain and improve their health and wellness.

The Dementia Caregivers Support Group has permanently moved to a larger room and routinely have several members call in for each session. We continue to invest in collection materials to support this community and their charges.

We continue to partner with the Highlands Counseling Center and Highlands - Cashiers Health Foundation on programs and awareness campaigns. We look forward to Bee-ing Kind once again in May.

This winter Becky Bryan led our first Book Nook crafting workshop. The focus of the workshop was mindfulness and relaxation through crafting, while also building cross-generational community. Participants ranged in ages 6 — 80s and all had a wonderful time. Seating was limited for this first workshop and we've already had requests for another. We are planning spring and summer sessions. The Book Nooks the group created are on display throughout the library. (Pictures attached)

Several community recovery groups continue to utilize our facility for meetings. We are actively investing in materials that members of the groups have found useful in their recovery journeys.

Goal 3: Education: To provide information, resources, and services which support opportunities for lifelong learning for everyone in our community.

Our weekly pre-K storytimes and afterschool STEAM activities continue through the winter. Our holiday storytimes are a big hit and always well attended.

We partnered with the Literacy Council of Cashiers and City on a Hill to provide books for the Angel Tree program in Cashiers. Parents / Caregivers were able to choose books to include with their children's Christmas gifts. The excess books were then donated to a Burnsville Hurricane Relief group through a local pastor to distribute to families that have been impacted by Helene.

In December we welcomed local chef Michael Fahey with an intro and lesson on American Caribbean cooking.

We continue to partner with the Highlands — Cashiers Landtrust on multiple educational opportunities for all ages -

The Storywalk at McKinney Meadow has been installed and the second installation is being prepared.

We offered a WildCraft Wreath Making Workshop in December. Participants learned about native plants that are easily incorporated into a wreath. They learned how to identify, harvest responsibly and safely, and how to form their finds into a beautiful winter decoration.

This spring we will be hosting a Kids in Nature Bird Walk around the Library and Village Green.

We will be partnering with the Highlands Nature Center to offer a "Birding Basics" class in March.

We continue our partnership with The Cashiers Historical Society.

This February we will bring author and photographer Chris Aluka Berry to the Plateau. He will be sharing his book Affrilachia: Testimonies. The book highlights the Black communities of Southern Appalachia. An accompanying display showcases authors and poets within the Affrilachia community.

In April, we will welcome local and bestselling author Annette Saunooke Clapsaddle.

This spring, and continuing through the summer, we will be offering the Blue Ridge Garden Quest series. This series will feature gardening classes designed specifically for local gardeners.

Looking forward to summer —

We are working with the Boys and Girls Club on summer scheduling for events and weekly reading for all students.

Plans are being finalized for the Summer Learning Program youth events and activities.

The FOL is booking out their Speaker Series and planning various events and fundraisers.

We are finalizing plans for our Summer Writing Group, Journaling Workshops, and an event with Lily Wright from the Museum of the Cherokee People.

**Goal 4: Work and Economy:** To help assure that all residents will be able to find and secure employment and to navigate their financial world.

We continue to offer one-on-one resume and job application help on demand.

Serenity Richards attended that Cashiers Area Chamber of Commerce Board Retreat and received updates on current and new developments, the economic repercussions Jackson County experienced in the wake of Helene, and the JCTDA's response and positioning moving forward. The Library will be able to nimbly respond to Chamber and economic needs, as they arise.

We are presenting the 4<sup>th</sup> Annual Community Resource and Volunteer Expo in the late spring. This is presented in partnership with The Chamber, Big Brothers Big Sisters, The Village Green, and First Citizens.

**Goal 5: Affordable Living:** To provide information, resources, and services that support residents' efforts to achieve stable living conditions which are healthy, comfortable, and enable them to participate in and enjoy life events.

We continue to help patrons with FEMA requirements. Faxing and scanning / emailing services are being regularly utilized for this.

We worked with Pisgah Legal to provide notarial services for a recent Power of Attorney clinic that was offered free to the community. Having multiple notaries on hand allowed attorneys to help multiple families every hour.

Our Manna food pack deliveries have returned to normal. We are once again able to meet the needs of several local preschools and childcare centers.

We continue to offer free covid test kits.

We have free federal tax forms available and are in the process of working with Pisgah Legal to identify a late March date for a free tax clinic.

**Goal 6: Recreation and Leisure:** To provide the community with engaging activities and resources which increase their quality of life and promote a sense of joy.

We continue to feature local authors for author talks all year. In December we hosted Martha Novak, this spring we are welcoming Patricia Bandon and Shelli Miller.

The Friends of the Library author series kicks off in April with bestselling author Jennifer Moorman.

We hosted a Be My Valentine party on Feb 14<sup>th</sup>. Participants were able to create their own Valentine boxes and stock it with candy for their special person. (pictures attached)

This April we will be doing similar with an egg dye party.

In April we are hosting an art exhibit from local artist Yelena Kisterna. She was featured in the Laurel last summer and we currently have a piece of hers on permanent display.

Our Community Jam sessions have been able to continue meeting through the winter and are looking forward to our seasonal residents returning.

Our weekly FOL Mah Jong game continues to grow as word of our welcoming staff and kind players spread.

Monthly book club Bibliophiles has grown in both physical attendance and virtual attendance. The addition of the Owl and media center for the book club has been very much

appreciated by both our seasonal residents and our full time residents that may not be able to come into town on Bibliophiles day.

Goal 7: Staff Support: To create an environment that equitably supports the needs and aspirations of a satisfied workforce.

Our 4<sup>th</sup> Notary has been commissioned!

Plans for AIT (annual in-service training day) are moving forward.

Goal 8: Operational Excellence: To maintain and constantly improve the economic wellbeing and managerial operations of each library and the regional organization.

The Library's use of Facebook is paying dividends with increased engagement, higher event participation, and community interaction online. (examples attached)

Audience and engagement from the monthly e-newsletter has grown over the winter, mirroring the trend of new year-round residents.

Serenity Richards has completed weeding of the adult DVD, large print, picture book, beginner reader fiction, beginner reader non-fiction, Spanish picture book, and Spanish beginner reader collections. Young adult and juvenile collections are next in the queue.

Book Nooks



Valentines





Facebook



**Cathy Bush Maddock**  
February 5 at 4:53 PM · 🌐

Yes, those are free Covid tests, along with food snacks and packages. What doesn't our Library do!!

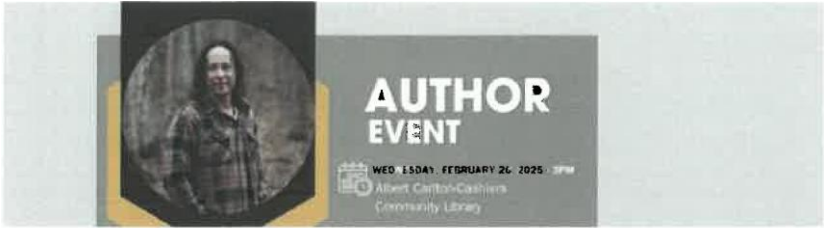
👍 78

All comments ▼

**Steve Bucher**  
Thanks for your support

**AWESOME**  
LARRY A

Comment as Albert Carlton - Cashiers ...



Views

3,055

Interactions

18

Reach 0 1,980

Link clicks 0

Reach 0 1,811

Link clicks 0



Views

3,206

Interactions

DRAFT

## Addendum D

### Fontana Regional Library Board Report

#### Highlights of Meeting January 14, 2025

##### Auditor's Report Fiscal Year 2024

The net position decreased by \$90,000 largely due to pension adjustments.

##### Financial Statement

Net income increased  
\$50,000. Net position \$3,200,

##### Collection

Value of collection is \$1.6 million gross  
cost Net value \$950,000 due to  
depreciation.

The useful life of materials is 7 years.

Annual purchases average \$250,000.

For fiscal year 2025 the financial statement is due 12/31/25.

##### Public Comments

Two individuals spoke in favor of keeping fines and fees.

##### Director's Report

The Director will deliver her report personally at the JCLB meeting.

##### Financial Report

The system is 6 months into the fiscal year. The budget for the first 6 months was \$2,321 ,000. Expenditures totaled \$1 which is below budget.

##### Circulation Policy

Fines and fees were retained in the policy revision. Due to the addition of multiple new board members who had not had time to sufficiently review the policy changes proposed and because of concerns about the juvenile card and StudentAccess card, the motion was made and approved to table the vote until the March meeting. The Child Safety Policy was reviewed.

#### **I. FRL By-Laws Changes**

By-laws were changed to reflect that members of FRLB are appointed by the County Commissioners of their county. The member may serve two terms of 3 years each term. These changes bring the by-laws in compliance with the regional agreement. The changes passed unanimously.

#### **II. New Business**

A citizen objected to the book We Are the Majority which was donated to the library. The book was determined to meet the collection standards and the Board voted to retain the book.

#### **III. Computer Usage Policy**

The Board voted to approve the change in the Computer Usage Policy to comply with the state law regarding the prohibition of viewing pornography.

#### **Nominating Committee**

A nominating committee will be selected in May of 2025 to propose a slate of new officers to be elected in July of 2025.

## **Addendum E**

### **Overture from Jackson County Public Library Board to Fontana Regional Library Board**

2/18/25

The juvenile card program for children ages 15 years and younger, as approved over a year ago, will be enacted upon approval of the Fontana Regional Library Board with a two to three month implementation period, at the end of which time all cards previously issued to children ages 15 and younger will expire. All parents will sign new application forms with informed consent, choosing either a juvenile or adult card.



## PARENTAL CONSENT FOR USE OF LIBRARY CARD BY MINOR

I (Printed Name)\_\_\_\_\_am the PARENT or GUARDIAN of the minor Child whose name is \_\_\_\_\_.(Child) I am aware that such child has a library card granting access to the content at Fontana Regional Library, which may include print or electronic materials of books, periodicals, databases, websites, or the like and that such information may include both fiction and nonfiction written information and that some electronic sources may include video or other interactive portions of content.

I understand that Library staff, directors, or other official persons affiliated with the library do not have supervisory duty over my Child and that it is my responsibility to monitor the Child's behavior and consumption of content, in any and all forms.

PLEASE CHOOSE ONE OF THE FOLLOWING:



I provide consent for my Child to be issued a Juvenile (Limited Access) Card which will allow them to check out content that limits their use of library resources to the Juvenile section of the library. This includes limits to internet access.



I provide consent for my Child to be issued an Adult (All Access) Card which will allow them to check out content and utilize Library resources, including internet access which may contain information for mature audiences only. This may include access to explicit references to aberrant sexual activities, explicit sexual nudity, obscene references to sexual activity or drug activity, and adult language that is typically reserved for a mature audience.

I have been informed in reviewing this consent form that I have access, as a patron of the Jackson County Public Library, to the Fontana Regional Library Collection Development Policy and that it is my responsibility to review the same if so desired. I agree to release, indemnify and hold harmless the Jackson County Public Library and Fontana Regional Library, its officers, agents, and employees from any and all liability, loss\* claims, and demands, actions or causes of action for the death or injury to any persons and for any property damage suffered or incurred by any person which arises or may arise or be occasioned in any way from the use of items that I borrow or view related to Jackson County Public Library and Fontana Regional Library. I am aware that the Jackson County Public Library, the Fontana Regional Library, its partners, directors, officers, members and its employees claim no expertise and make no representation concerning the fitness of any item for any particular use.

I affirm that I have read and fully understand the Parental Consent For Use of Public Library Card by Minor in its entirety and that I may change my consent at any point by filling out a new form to provide parental consent.

\_\_\_\_\_  
PARENT SIGNATURE (FOR CHILDREN AGES 15 AND YOUNGER)

\_\_\_\_\_  
DATE

(      )

\_\_\_\_\_  
PARENT NAME (PLEASE PRINT)

\_\_\_\_\_  
PHONE OF PARENT/GUARDIAN

\_\_\_\_\_  
ADDRESS OF PARENT/GUARDIAN

\_\_\_\_\_  
EMAIL OF PARENT/GUARDIAN

## **Addendum F**

### **JCPL Overture to FRL-Student Access Initiative**

2/18/25

#### **Background:**

In order to comply with the NC Parents' Bill of Rights (NC Senate Bill 49 / SL 2023-106) Jackson County Public Schools did not submit the student data in October 2024 which was required to continue the Memorandum of Agreement with the Fontana Regional Library for participation in the Student Access Initiative through NC Cardinal N.E.S.T. Project for the 2024-25 school year. According to the FRL Circulation Policy, the Student Access Cards were set to expire at the beginning of the 2024-25 school year; however, many JCPS students continue to have unrestricted access to the entire FRL catalog.

#### **Overture:**

In order to bring all Jackson County Libraries into legal compliance with the Parents' Bill of Rights, the following is proposed:

Any and all student data currently held for Jackson County Public School students in regard to the Student Access Initiative needs to be permanently removed from all data bases of Jackson County Library, Fontana Regional Library, and/or NC Cardinal N.E.S.T.

## **Addendum G**

# **BYLAWS OF THE JACKSON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES**

### **Article 1: Name and Principal Office**

- Section 1.1** The name of this organization is the Jackson County Public Library. Jackson County Public Library is a member of the Fontana Regional Library, Inc. and is governed by Fontana Regional Library's Board of Trustees.
- Section 1.2.** The principal office is located at 310 Keener Street, Sylva, NC 28779.
- Section 1.3** Albert Carlton-Cashiers Community Library located at 249 Frank Allen Road, Cashiers, North Carolina 28717 is a branch of the Jackson County Public Library and a member of Fontana Regional Library.

### **Article 2: Description and Purpose**

- Section 2.1** The purpose of the Jackson County Public Library is to provide the public of Jackson County with excellent service and convenient access to resources for their educational, informational, and recreational needs.
- Section 2.2** The Jackson County Public Library Board of Trustees is an advisory board whose purpose is to oversee the libraries of Jackson County.
- Section 2.3** Recommendations on construction and improvement of the physical facilities shall be made to the Jackson County Board of Commissioners.
- Section 2.4** Recommendations on library services and operations shall be made to the Fontana Regional Library Board of Trustees.

### **Article 3: Board of Trustees**

- Section 3.1** Members of the Jackson County Public Library Board of Trustees are appointed by the Jackson County Board of Commissioners.
- Section 3.2** The number of Trustees constituting the Jackson County Public Library Board of Trustees shall be no less than seven and no more than nine voting members.
- Section 3.3a** At least two Trustees appointed to the Jackson County Public Library Board of Trustees will be from the Cashiers community area to ensure continuity and communication.
- Section 3.3b** At least one Trustee appointed to the Jackson County Public Library Board of Trustees will be from the Jackson County Board of Commissioners.
- Section 3.3c** At least one Trustee appointed to the Jackson County Public Library Board of Trustees will be from the Town of Sylva Board of Commissioners.
- Section 3.4** To be eligible to serve as a Trustee, a person must be a permanent resident of Jackson County.
- Section 3.5** Trustees shall serve no more than two full terms and no single term will be longer than three years.
- Section 3.6** Trustees shall be appointed in staggered terms to promote consistency as well as to accommodate change.
- Section 3.7** The membership of any Trustee may be terminated for good and sufficient cause by majority vote of the Trustees currently in office. Failure to attend three consecutive regular Board meetings may be considered "good and sufficient cause."
- Section 3.8** Vacancies due to Trustee resignations shall be filled with appointments by the Jackson County Board of Commissioners.
- Section 3.9** Trustees shall serve without compensation but may be reimbursed for reasonable expenses incurred in the performance of their duties as trustees.

**Article 4: Officers and Regional Board Members**

- Section 4.1** The Jackson County Public Library Board of Trustees shall appoint three of their members to serve on the Fontana Regional Library Board of Trustees. Consideration should be given to including representatives from all branches of the Jackson County Public Library on the Fontana Regional Library Board.
- Section 4.2** A Trustee appointed by the Jackson County Public Library Board of Trustees to the Fontana Regional Library Board shall continue to serve as a member of the Fontana Regional Library Board until his term on the Fontana Regional Library Board expires or his membership on that Board is terminated. During that period of time, the Trustee shall serve as an ex-officio member of the Jackson County Public Library Board of Trustees.
- Section 4.3** Officers of the Jackson County Public Library Board of Trustees shall be chosen annually at the regular May meeting. They shall be Chair and Vice-Chair/Secretary.
- Section 4.4** The Chair shall preside at all meetings, and generally perform the duties of a presiding officer. In the absence of the Chair, the Vice-Chair shall preside.
- Section 4.5** The Vice-Chair/Secretary shall be responsible for keeping a true and accurate account of all proceedings at meetings; shall issue notices of regular meetings and special meetings; shall have custody of minutes and other records of the Board; and shall notify the appointing body of vacancies on the Board. These duties may be delegated to the County Librarian as a regular matter.

**Article 5: Meetings**

- Section 5.1** The Jackson County Public Library Board of Trustees shall hold regular quarterly meetings on the third Tuesday of February, May, August, and November.
- Section 5.2** Meeting locations will take place in accordance with the annual schedule of meetings.
- Section 5.3** Special meetings may be called by the Chair or upon the request of two members of the Board of Trustees, with notification thereof to be given to the members and the public at least 48 hours before the meeting.
- Section 5.4** A simple majority of the total number of the Jackson County Public Board of Trustees shall constitute a quorum. The action of the majority of the Trustees present at a meeting shall constitute an action of the entire Board of Trustees.
- Section 5.5** The order of business at regular meetings shall be as follows:
- Call to order
  - Approval of minutes
  - Librarian's report
  - Report from Fontana Regional Library Board members
  - Unfinished business
  - New business
  - Adjournment

**Article 6: Amendments**

- Section 6.1** These Bylaws may be amended at any regular meeting of the Board of Trustees with a quorum present; by unanimous vote of the members present, provided the amendment was stated at the previous meeting.

# Addendum H

## Bylaw Changes

### **A. Robert's Rules**

Section 4.5 from FRL bylaws state:

Roberts Rules of Order Newly Revised shall decide points of procedure.

There is no mention of Roberts Rules in the JCPL bylaws.

I would recommend adding this in Article 5 (Meetings) in the JCPL bylaws.

### Agenda Order

Currently section 5.5 in the JCPL bylaws states:

The order of business at regular meetings shall be as follows:

Call to order  
Approval of minutes  
Librarian's report  
Report from Fontana Regional Library Board members  
Unfinished business  
New business  
Adjournment

The recommended changes are bolded below to sync up with the FRL bylaws

Call to order  
**Roll call and determination of quorum**  
**Approval of Agenda (not in FRL)**  
Approval of minutes  
Librarian's report  
Report from Fontana Regional Library Board members  
Unfinished business  
New business  
Adjournment

## **Addendum I**

Motion

JCPL Board

2/28/25

I make a motion to have the Jackson County Public Library (JCPL) Board meeting agendas and all related documents: (1) posted on the JCPL website the Friday before the Tuesday meeting to be available for the public to review in advance; (2) emailed to the JCPL Board of Trustees ten (10) calendar days prior to the Board meeting; and for 15 copies of the agenda to be provided for the public at each meeting.

## Addendum J

Motion for JCPL Board Meeting

February 18, 2025

I move to improve meeting transparency by having the library staff:

- Record the Jackson County Public Library (JCPL) Board meetings (audio and video)
- Post the recorded meetings on the JCPL website within 3 calendar days after the meeting
- Maintain the recordings on the JCPL website for 3 years, after which they will be archived and available upon request
- Post the draft meeting minutes on the JCPL website within 3 calendar days after the meeting in which they were taken
- Post approved minutes on the JCPL website within 3 calendar days after the meeting in which they were approved

## Addendum K

### Librarian Reports

Because both librarians do such a good job of informing us in their reports about the library activities and progress on goals, and since we all have this information to preview prior to attending the meetings, this should enable them to give a brief, perhaps 5-minute, summary of their reports at the meeting.

So I would like to make a motion that the librarians' reports be limited to 5 minutes and focus on the most important items that the Board of Trustees needs to address.