

FONTANA REGIONAL LIBRARY
Meeting of Board of Trustees
Tuesday, July 9th, 2024, 4:00 pm
Macon County Public Library, Franklin, NC

Board Members

Present: Margaret Carton, Ellen Snodgrass, Tony Monnat, Wood Lovell, Debbie Tallent, Boyd Sossamon

Absent: Cynthia Womble

Others Present: Tracy Fitzmaurice – FRL Regional Director; Lynn Cody – FRL Finance Officer; Abby Hardison – Macon County Librarian; Meredith Fortner – Finance Specialist.

I. Call to order and Roll Call.

Prior to the Roll Call, Chair Carton made the board aware that Rebekkah Watkins had submitted a resignation, and stepped down from the FRL board for personal reasons. Jackson County will be looking to filling this vacant position on the board. The meeting was called to order by Chair Carton at 4:00 PM, followed by a roll call.

II. Approval of Minutes of the May 09, 2024, Meeting

Debbie Tallent made a motion to accept the minutes from the May 9, 2024, meeting as written. The motion was seconded by Tony Monnat and carried unanimously.

III. Review of correspondence and communications

Chair Carton summarized three pieces of communication. Two pieces have already been responded to, and Director Fitzmaurice is drafting a response to the third. Ellen Snodgrass clarified that all board members have seen all correspondence and responses.

IV. Director's Report: Tracy Fitzmaurice

Director Fitzmaurice provided an overview of the ongoing activities under the FRL Strategic Plan.

Chair Carton asked if the addition of a third person at the Nantahala Library would allow the library to extend its hours. Director Fitzmaurice clarified that this is more of a safety issue to prevent a single employee from being alone in the building.

Wood Lovell asked about the Return on Investment (ROI) numbers and if they are consistent with those used across the state. Director Fitzmaurice confirmed that the numbers and amounts are in line with state amounts.

Wood Lovell also asked if the ROI would be presented to the commissioners of the three counties. It was discussed that these numbers are for FRL as a whole. Director Fitzmaurice is working on compiling these numbers for each library. Discussion included

possibly sharing individual library statistics with the commissioners and possibly publishing in local newspapers. Chair Carton suggested that since digital resources are tracked on a regional basis, those numbers should be kept at the headquarters level.

V. Financial Reports

Lynn Cody presented a year-end financial report to the board. He stated that the finance staff and management are working on finalizing the budget, and the year-end 2023-2024 budget amendments will be presented for approval at the September meeting.

Finance Officer Cody commented on the reduction of the 2024-2025 budget by \$26,000 and noted that despite the reduction, all FRL employees received a 3.2% cost of living raise.

He reiterated that FRL had received a \$300,000 Champions Grant over two years for Digital Navigators, in addition to the \$75,000 already received from Swain County. He also mentioned an additional \$14,000 in non-recurring state funds.

Approval of Budget Amendments

Lynn Cody presented the budget amendments for the 2024-2025 budget to the board for approval. Ellen Snodgrass made a motion to approve the budget amendments as submitted, Tony Monnat seconded the motion, and it carried unanimously.

Lynn Cody spoke about the need to begin planning to replace FRL vehicles located at Jackson County Public Library and Macon County Public Library. These vehicles are both over seven years old. He suggested a Capital Outlay plan and asked the board for authority to begin moving funds into the vehicle purchasing line to accumulate money over several years for new vehicles. Debbie Tallent asked about the amount that needed to be set aside. Finance Officer Cody advised that the replacement cost for each vehicle would be \$40,000-\$50,000.

Ellen Snodgrass requested clarification on the process of setting aside these funds. Finance Officer Cody explained that funds would be moved from other budget line items into the vehicle purchase lines to allow accumulation over time.

Boyd Sossamon asked if this would start with the current budget. Finance Officer Cody confirmed it would, and stated that he would present a budget amendment for this purpose at the September meeting.

The Finance Officer summarized the grant awards received, as Director Fitzmaurice had already shared in her Director's report.

Wood Lovell asked for clarification on the nature of these grants being reimbursable and if all state grants are reimbursable. Director Fitzmaurice confirmed that they are.

VII. Unfinished Business

Update on Marianna Black Library Building Project

Ellen Snodgrass reported that the project is still in motion despite ongoing sewer issues. The committee, comprising a Swain County Commissioner, Interim County Manager, Town Alderman, and Town Engineer, is working on moving forward. The committee should receive a pre-construction services estimate by August 1. The project timeline has shifted by about a month, moving the groundbreaking from September to October. The committee is beginning to look at additional interior design aspects, and fundraising is continuing.

Wood Lovell asked about the amount given to the project by Swain County and the terms of the gift. Ellen Snodgrass clarified that the \$500,000 was an initial contribution from Swain County.

Update on Nantahala Community Library Facility

Director Fitzmaurice provided an update on the renovation of the new Nantahala Community Library location. Balsam West has finalized the connection to the new building and is working to keep both connections live through the move.

The current Nantahala library will be closed from July 15-20 for the move to the new location, with the new branch opening on July 22. Nantahala will host its 80th-anniversary open house on August 6, prior to the MCPL board meeting. Macon County has committed to replacing the furniture, but the old furniture will be moved to the new location until new fixtures can be purchased.

Frontier will begin transferring over the phone lines. The third position at NCL is now listed and accepting applications.

Update on the Regional Agreement

Chair Carton provided an update on the progress of the revisions on the regional agreement. She and Director Fitzmaurice met with County Commissioners on May 29 to discuss the agreement. FRL has retained Raymond Large to handle the contract review for the region. The board hopes to have a draft to vote on in September.

FRL Board of Trustees By-Laws Revision

Chair Carton updated the board on the status of the by-laws and summarized the discussion from the previous meeting. She then entertained a motion from the board. Debbie Tallent made a motion to accept the revised by-laws as written, adding public comment to FRL meetings under the procedure outlined. Boyd Sossamon seconded the motion. With no further discussion, the motion carried unanimously. Chair Carton advised that public comment would begin at the September meeting, and procedures for public comment would be posted on the FRL website.

Update on Junior Library Cards

Director Fitzmaurice updated the board on the status of the Junior Library Card project. The State Library will begin working on the project soon. Chair Carton clarified that this is an update the State Library must do prior to implementing the Junior Library Cards.

During this discussion, the BalsamWest internet connection was disrupted, causing the recording of the meeting to discontinue. Chair Carton called a recess for 10-15 minutes to see if service would be restored. After 15 minutes, Chair Carton advised that service was still not restored and entertained a motion on how to proceed.

Wood Lovell made a motion to continue the meeting without a recording. Debbie Tallent seconded the motion, and the motion carried unanimously.

VIII. New Business

Election of New Officers

Ellen Snodgrass reported on behalf of the nominating committee and presented a slate of officers for the 2024-2025 year. The nominating committee slated the officers as follows:

- Chair: Maggie Carton
- Vice Chair: Cynthia Womble
- Secretary: Debbie Tallent

Chair Carton passed the responsibility of the vote to Ellen Snodgrass since she was nominated. Ellen Snodgrass called for a motion. Wood Lovell made a motion to accept the entire slate of officers as presented by the nominating committee, Boyd Sossamon seconded the motion, and the motion carried unanimously.

Elected officers for the 2024-2025 year are as follows:

- Chair: Maggie Carton
- Vice Chair: Cynthia Womble
- Secretary: Debbie Tallent

The board also received and signed annual conflict of interest agreements and FRL annual ethics statements.

Recognition of Board Member Wood Lovell

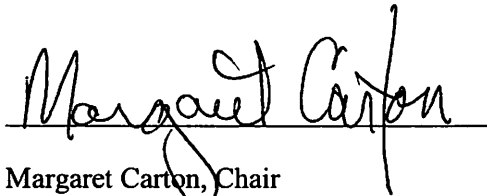
Chair Carton recognized and thanked Wood Lovell for his service to the FRL Board of Trustees, the Macon County Library Board, and the Hudson Library Board. Lovell will roll off the board in mid-July and was presented with a certificate of appreciation by both Chair Carton on behalf of the FRL Board and Abby Hardison on behalf of the Macon County Library Board.

IX. Adjournment

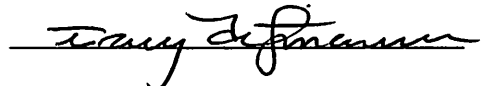
Chair Carton called for any other new business. Hearing none, she entertained a motion to adjourn. Ellen Snodgrass made a motion to adjourn, Debbie Tallent seconded, and the motion carried unanimously. The meeting was adjourned at 5:23 PM.

The next Fontana Regional Library (FRL) Board meeting is scheduled for Tuesday, September 10, 2024, at 4:00 PM.

Location: Nantahala Community Library



Margaret Carton, Chair
FRL Board of Trustees



Tracy Fitzmaurice, Director

9/10/24
Date

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