

FONTANA REGIONAL LIBRARY
Meeting of Board of Trustees
Tuesday, January 14, 2025, 4:00 pm
Jackson County Public Library, Sylva, NC

Attendance:

Board Members Present: Cynthia Womble (Vice Chair, Acting Chair), Debbie Tallent, Ellen Snodgrass, Tony Monnat, Lori Richards, Marva Jennings, Marsha Moxley (Virtual), Kay Rowland (Virtual), Deborah Smith (Virtual)

Board Members Absent: none

Others Present: Tracy Fitzmaurice-FRL Regional Director; Lynn Cody- FRL Finance Officer; Jeff Delfield, Swain County Librarian; Meredith Fortner (Recording Secretary), Finance Specialist

I. Call to Order / Roll Call

Acting Chair Womble called the meeting to order at the Jackson County Public Library at 4:00 pm on Tuesday, January 14, 2025.

II. Approval of the November 12, 2024, Meeting Minutes:

Debbie Tallent motioned to accept the written November 12, 2024 meeting minutes. Lori Richards requested to amend the minutes to include a discussion point under the Circulation Policy Discussion, as the Discussion of the Student Access Cards was inadvertently omitted from the minutes.

Debbie Tallent rescinded her original motion. Lori Richards made the motion to accept the minutes as written after adding the Student Access Card Discussion; this motion was seconded by Ellen Snodgrass and carried unanimously.

Motion passed; Approved November 12, 2024, Meeting minutes once the addition is included.

III. Auditor's Report

Lavonia Reese from Carter CPA gave an Auditor's report for the 23-24 FY audit, completed and submitted to the state in November. Ms. Reese reminded the board that state law made this presentation mandatory in recent years. She provided highlights from the 23-24 FY Audit and stated that there were no unmodified opinions and no difficulties with this year's audit.

She then provided details of the state of the Organization financially and comments on the process and types of audits that may or may not be needed in the future based on the level of state and federal funding received.

Please find attached a copy of her highlight report.

IV. Public Comment and Correspondence

Two individuals commented publicly on the effect they believed the dismissal of the fines and fees policy would have. They expressed their views on each patron's responsibility and personal accountability, and the potential impacts on the budget.

No Written correspondence was received before the deadline.

V. Director's Report

The Director's report given by FRL Regional Director Tracy Fitzmaurice included a summary of programming and events as well as services under each of the 8 goals of the FRL Strategic Plan.

Key Highlights:

1. Digital Inclusion

- Continued efforts under the Champions Grant initiative.
- A vacant Digital Navigator position will be filled.

2. Health and Wellness

- Blood drives and healthy lifestyle programs are being planned throughout the region.
- BP monitoring kits are now available for checkout at library locations.

3. Education

- Libraries across the region offer programming in Art and Steam for children.
- Programs tied to the Country's 250th Semi-Quincentennial celebrations will be planned in conjunction with the America 250 Jackson County Committee, to be hosted at JCPL and ACL.

4. Work and Economy

- Tax preparation assistance is free in partnership with AARP and Pisgah Legal Services, again this year beginning in February.

5. Affordable Living

- FRL libraries support those in need in the community through blanket, hat, and glove collection initiatives.
- JCPL is working with Jackson's Neighbor in need to provide a Jackson County library patron with a "new" vehicle this week. JCPL Staff continues to support several efforts focused on supporting the homeless and unhoused populations in several ways.

6. Recreation and Leisure

- Ongoing workshops and clubs are being offered at locations around the region, highlighting various interests for different ages, including crafting, sewing, Art, book clubs, and steam.

7. Staff Support

- Macon County Technical Services Supervisor Doris McConnell will retire after 28 years of service.

- Jackson County Library had an in-house promotion to fill the position of Youth Services Supervisor and an opening was filled at Nantahala Community Library for a 3rd Staff member
- The Staff Development committee is actively planning this year's AIT (employee in-service training), which will be held in Late March or Early April; all library locations will be closed for this one-day event, and the board will be made aware of the date for AIT once the date has been set.

8. Operational Excellence

- The FRL Regional Agreement has been approved by FRL and the three counties that it serves. Signed copies of the agreements have been distributed to all relevant parties, including the State Library.
- Ongoing repairs to the main entrance at MCPL may temporarily impact programming availability.

The Director's full report is attached.

Board member Jennings had questions about the calibration of the blood pressure monitors; Director Fitzmaurice stated that the equipment was a type that did not need to be calibrated; however, they are checked by the Macon County Health Department regularly.

VI. Financial Reports

The Financial Report was given by Lynn Cody, FRL Finance Office, and highlighted the following points.

a. Presentation of Budget Update:

The budget is on track, with 57.77% of funds remaining. All locations are managing spending and revenues effectively. FRL's budget will increase by over \$22,000 due to additional gifts, donations, and grants (details in December amendments). The fund balance remains at 44%, meeting state-guided target levels. A new requirement of the North Carolina LGC requires all local government entities to account for the accrual of sick time and vacation time in the liabilities against their fund balance.

b. Updates on Grants:

- The Marianna Black Digital Inclusion Grant concluded on December 31, 2024, providing impactful digital training for Swain County residents. Thanks to key contributors, including Jeff Delfield, Richard Broxson, John Modlin, and Karen Sanford.
- The Champion Grant supports all three counties with training and services to improve digital skills.

c. Approval of Budget Amendment #4

Revenue and expenditure adjustments in Amendment #4 ensure budgets remain balanced as funding changes. A detailed breakdown has been provided.

Ellen Snodgrass made a motion to approve Budget Amendment #4 as presented; Debbie Tallent Seconded the motion, there was no discussion, and the motion carried unanimously.

Motion passed; Budget Amendment #4 Approved

VII. Report from Committees

- No Committees have met since the last meeting.

VIII. Unfinished Business

a. Update on Marianna Black Library Building Project

- The initial low bid exceeded the County's budget.
- Negotiations are ongoing with contractors to address cost concerns.
- The architect and contractor are making adjustments to develop a revised plan.
- Work is progressing on finalizing the standard contract to keep the project moving forward.
- Quarterly reports are being submitted to the County Commissioners.
- Recent funding includes:
 - \$150,000 from the Cannon Foundation (allocated directly to the County).
 - \$25,000 from the Farabee Foundation (allocated directly to FRL) has been applied for
 - Additional recent donations have included three large donations of \$50,000 each (two sources) and one for \$30,000.
- Project movement is anticipated in February

b. Circulation Policy:

- A revised Circulation Policy, including updates on juvenile cards, was distributed on January 14 for review. A note was made that no changes were made to fines and fees policies in the current draft.
- Suggestions were made to include approval information on each page for clarity regarding decision-making authority. A motion for provisional approval of the juvenile card was discussed, noting its impact when implemented after over a year of development.
 - Juvenile card details:
 - Limited card for ages 15 and under.

- Library materials are housed in separate age categories for children (12 and under) and teens (12–17).
- Juvenile Cards would also restrict holds being made in the NC Cardinal system to only Juvenile materials
- Information was given to the board about the relevance of the child safety policy to the access children would or would not have within the library.

A motion to table the Circulation Policy until March 11, 2025, due to new board members needing preparation and concerns over student access. The motion was made by Marva Jennings, seconded by Deborah Smith. After discussion to clarify the motion, the vote was taken. Voting Results: 4 Yes, 1 Abstain(yes), 4 No.

Motion passed; Circulation Policy tabled until March 11, 2025.

c. FRL Bylaws – Approval Needed

Due to all parties adopting the new regional agreement, the bylaws will need to be amended and approved to follow the new regional agreement. The draft of the new bylaws was discussed at the last board meeting and distributed to all board members before the meeting.

The last update to the bylaws was in September 2024 and included adding a public comment section to the agenda.

Debbie Tallent motioned to approve the revisions to the bylaws as written; Tony Monnat seconded the motion after no further discussion; the vote was unanimous in favor of approval.

Motion passed; FRL Board Bylaws amended as of January 14, 2025

IX. New Business

a. Request for Review: We are the Majority: The Life and Passions of a Patriot.

The book, a donation, was reviewed by the Macon County Librarian and deemed to meet collection development criteria and suggested that no further action be taken. The FRL Regional Director responded to the MCPL librarians' decision once the request for review was appealed, and the director agreed with the decision of the MCPL Librarian and suggested the board support the decision of both librarians.

- Tony Monnat made a motion to approve upholding the decision of the Director and MCPL librarian and retaining the book in the collection. Lori Richards seconded the motion, and after no discussion, the vote was unanimous to uphold the decisions of the FRL Director and MCPL Librarian

Motion passed; Librarian & Director's decision upheld; the book will be retained in the collection.

b. Computer Usage Policy- Approval Needed

The current Computer Usage Policy has been updated in draft form to comply with the new NC General Statutes as of December 31, 2024.

The motion to approve the revision of the policy was made by Ellen Snodgrass and seconded by Debbie Tallent, with no discussion or questions. The vote passed unanimously.

Motion passed; Computer Usage Policy Update approved.

c. FRL Board Membership

An updated board roster was distributed to the board members, and Acting Chair Womble commented that the board was now at complete membership, including three representatives from each county.

A clarification was made about current officers of the FRL Board due to Prior Chair Margaret Carton not being reappointed to her position on the FRL board by the Jackson County Commissioners. Current officers are Cynthia Womble (Vice Chair, Acting Chair) and Debbie Tallent (Secretary); a new secretary must be voted on when Debbie's Term ends in March. However, a new chair will not be voted on until officer elections in July.

It was discussed that Ellen Snodgrass's term will end in June; she is not eligible for reappointment due to serving the maximum number of terms on the board.

X. Other Business

No Additional business was discussed.

XI. Executive Session (If needed)

No need for an Executive session.

XII. Adjournment.

Debbie Tallent made a motion to adjourn the meeting, Lori Richards seconded the motion, and the vote was passed unanimously.

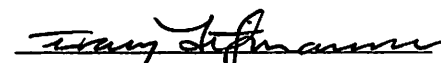
Meeting Adjourned at: 6:00 pm.

The next FRL Board meeting is Tuesday, March 11, 2025, at 4:00 p.m.

Location: Hudson Library


Cynthia Womble (Vice Chair, Acting Chair)

3/11/25
Date


Tracy Fitzmaurice (FRL Director)

3/11/25
Date