

CABELL COUNTY PUBLIC LIBRARY
Regular Board Meeting
February 25, 2021

The meeting was called to order by the President, Charles Bagley, in the conference room at the Main Library at 4:03 p.m. Board members present were Wendy Thomas, David Amsbary and Betty Barrett. Jeanette Rowsey was absent. Brock Nicholson and Rob Davis staff members; Bill Patton, President of the Friends of the Library; and Judy Rule, Director, also attended. It is noted that this meeting was originally to be held on Tuesday, February 17, 2021, but due to the weather, the library was closed for over a week.

Betty Barrett moved and David Amsbary seconded the motion to approve the minutes of the January 19, 2021 regular meeting as presented. Voted and passed.

Wendy Thomas moved and Betty Barrett seconded the motion to approve the following warrants from the regular account at Huntington Banks for January: checks numbered 56010 through 56166 totaling \$337,669.04, Smart Tax of \$54,656.50, and other direct deposits of state taxes, child support, and other ACH disbursements of \$11,846.25, and from the payroll account checks numbered 35489 through 35503 and vouchers numbered 41477 through 41742 for direct deposits with the transfer totaling \$191,783.98 for a total expenditure of \$595,955.77 from the regular account. There were three checks written from the construction account in the amount of \$93,417.41. The total amount of checks written was \$689,373.18. Voted and passed.

Reports included the following:

- Today was the first day of “Books on Wheels” and they served nine homes with books delivered. One lady who is over 80 years old met them at the door saying “I’ve been watching for you.” The first day went well and the staff look forward to continuing this service.
- All reports have been filed for the NEH grant. We had a progress report and a financial report so everything is in order in that regard. We also have sufficient funds on hand to meet the required match that is due June 30, 2021.
- Kristy Browning will start filing the requests for getting the PPP loan forgiven.

Construction came to a halt due to the ice storm and cold temperatures which meant they could not pour concrete last week, but with the weather improved and construction continues.

Brock Nicholson brought forward his research into purchasing a charging station for electric cars at the new location. The Pickereing Foundation will donate the actual charging station upon request from the Library. Betty Barrett moved and Wendy Thomas seconded the motion to approve the installation of a charging station for the new Barboursville Library and approve the change order in the amount of \$3,984.75 for the electric service to be supplied to the charging station. Voted and passed.


There was discussion of estate of Audre Kaye and it was the consensus of the group to authorize Charles Bagley to call the State Bar and report Mr. Bailey after he speaks again with Dennis Taylor.

Betty Barrett moved and David Amsbary seconded the motion to approve the updated "Local Government Purchasing Card Policies and Procedures." Voted and passed

Betty Barrett moved and David Amsbary seconded the motion to authorize the Director to overspend line item 730. Building and Equipment Maintenance. This will allow her to have Otis Elevator replace the buttons on the passenger elevator to keep it operational. Voted and passed.

There was no further business and the meeting adjourned.


Judy K. Rule, Secretary


Charles Bagley, President

CABELL COUNTY PUBLIC LIBRARY

Regular Board Meeting

March 15, 2021

The meeting was called to order by the President, Charles Bagley, in the conference room at the Main Library at 4:00 p.m. Board members present were Wendy Thomas, David Amsbary, Jeanette Rowsey and Betty Barrett. Jeff Tigchelaar and Rob Davis staff members; Bill Patton, President of the Friends of the Library; and Judy Rule, Director, also attended.

Jeanette Rowsey moved and Betty Barrett seconded the motion to approve the minutes of the February 25, 2021 regular meeting as presented. Voted and passed.

Betty Barrett moved and Jeanette Rowsey seconded the motion to approve the following warrants from the regular account at Huntington Banks for February: checks numbered 56167 through 56255 totaling \$201,421.62, Smart Tax of \$55,295.25, and other direct deposits of state taxes, child support, and other ACH disbursements of \$12,261.73, and from the payroll account checks numbered 35504 through 35516 and vouchers numbered 41743 through 42017 for direct deposits with the transfer totaling \$192,959.76 for a total expenditure of \$461,938.36 from the regular account. There were two checks written from the construction account in the amount of \$259,020.00. The total amount of checks written was \$720,958.36. Voted and passed.

Reports included the following:

- The Library was notified that it is one of the finalists for the IMLS National Medal for Museum and Library Service award. As such, the library will be featured on the IMLS website for one day between now and when the six awards are announced in May. There are 30 finalists, 15 libraries and 15 museums, and from that list, 3 medals each will be awarded. The finalists will be announced nationally on March 18.
- Jeff Tigchelaar gave a presentation from his research of thirty libraries that have security guards, police officers, or staff designated for that purpose. He will do some additional research to determine if there is any certain times of the day or days of the week when most incidents occur. The Board took all the information under advisement.

Reports regarding Barboursville construction indicates that the contractors are still on schedule to finish the building in September. They have appreciated the good weather that we have had in the last few weeks. Jeanette Rowsey reported on the fundraising efforts of the staff for the Giving Tree. The kick-off will be shortly after Easter. The Barboursville Library will celebrate 75 years May 4 and will mark the day with an additional effort to complete the Giving Tree. Some staff met with Phoebe Randolph and decided that the tree will be on the wall between the checkout desk and the door, where it will be very visible. Audre Kays house is listed on Zillow but according to the realtor it is not really ready to sell. The progress of this will be monitored.

Betty Barrett moved and Wendy Thomas seconded the motion to approve the Long-Range Plan for Cabell County Public Library for 2021-2025. Voted and passed

There was no further business and the meeting adjourned.


Judy K. Rule, Secretary

Charles Bagley, President

CABELL COUNTY PUBLIC LIBRARY
Regular Board Meeting
April 20, 2021

The meeting was called to order by the President, Charles Bagley, in the meeting room at the Main Library at 4:00 p.m. Board members present were Wendy Thomas, Betty Barrett and David Amsbary attended virtually and Jeanette Rowsey was present in person. Sara Ramezani, Kista Black, and Rob Davis staff members; Bill Patton, President of the Friends of the Library; and Judy Rule, Director, also attended.

Jeanette Rowsey moved and Betty Barrett seconded the motion to approve the minutes of the March 15, 2021 regular meeting as presented. Voted and passed.

Betty Barrett moved and David Amsbary seconded the motion to approve the following warrants from the regular account at Huntington Banks for March: checks numbered 56256 through 56372 totaling \$263,170.12, Smart Tax of \$55,291.62, and other direct deposits of state taxes, child support, and other ACH disbursements of \$10,045.10, and from the payroll account checks numbered 35517 through 35530 and vouchers numbered 42018 through 42287 for direct deposits with the transfer totaling \$191,824.97 for a total expenditure of \$520,331.81 from the regular account. There were two checks written from the construction account in the amount of \$72,930.01. The total amount of checks written was \$593,261.82. Voted and passed.

Reports included the following:

- The Library will be changing all email accounts to a new domain name—cabellcountylib.org. This will be used instead of cabell.lib.wv.us. We will use the first and last name of employees with a “.” between the names. Therefore, my email will change to judy.rule@cabellcountylib.org. It will not improve the length of the email but it should make it easier to understand. The Office of Technology is changing the state produced emails but we decided that we should have our own. All our affiliates agreed. The cost is \$48.00 per year and Cabell is only responsible for \$12.00 because Putnam, Lincoln, and Wayne have their own name as well.
- \$3,800 has been raised for leaves on the Giving Tree since the open house on Thursday. We have brochures and are using social media to get the word out.
- Audre Kaye’s house is for sale and our “secret shopper” asked to see it. Amanda reported that it was filthy dirty and had lots of visible flaws. Most of the damage has occurred during the last two years that it has sat empty.
- Betty Barrett reported that the law firm her son works with in Charleston has a person who only deals with estates and takes cases like this pro bono. She will follow up with them to see what can be done. It was agreed that this is a good move.

Jeanette Rowsey moved and Betty Barrett seconded the motion to approve the following lease and contracts:

John Harris (Delbarton lease)	\$4,800.00
Mingo County Library Board	\$ 75,000.00
Williamson Library Board	\$33,200.00
Wayne County Library Board	\$100,000.00
Wayne County Bd. of Ed.	\$30,000.00
City of Kenova	\$5,000.00
Town of Ceredo	\$2,000.00

Putnam County Library Board	\$540,000.00
Logan Area Library	\$75,000.00
Buffalo Creek Memorial Library	\$75,000.00
Village of Barboursville	\$8,000.00
Town of Milton	\$ 3,000.00
City of Huntington	\$45,000.00
Huntington Junior College	\$ 5,000.00
Chapmanville Public Library	\$75,000.00
Mason County Public Library	none
Lincoln County Public Library	none

Voted and passed.

David Amsbary moved and Wendy Thomas seconded the motion to approve the salary increases as distributed. Voted and passed.

Jeanette Rowsey moved and Betty Barrett seconded the motion to use funds freed up by the PPP loan being forgiven as follows: \$300,000 to the construction account and \$85,902.00 to line item 730 in the regular checking account. Voted and passed.

Betty Barrett moved and Jeanette Rowsey seconded the motion to approve the 990 form as Kristy Browning has prepared. Voted and passed.

Jeanette Rowsey moved and David Amsbary seconded the motion to approve opening the main library until 8:30 on Monday evenings starting June 1. Voted and passed.

Betty Barrett moved and Jeanette Rowsey seconded the motion to approve the proposal from the City of Huntington for Information and Referral to dispense \$370,669.30 in Cares Act funding. Voted and passed.

Jeanette Rowsey announced that she will be relocating to Texas and has written a letter of resignation from this Board to be effective June 1. All members expressed their regret that she is leaving the Board and thanked her for her service.


Betty Barrett moved and Jeanette Rowsey seconded the motion to go into executive session to discuss the director's salary. Voted and passed.

Jeanette Rowsey moved and Betty Barrett seconded the motion to come out of executive session noting no action was taken while in the executive session. Voted and passed.

Betty Barrett moved and Wendy Thomas seconded the motion to increase the director's salary by 2 percent. Voted and passed.

There was no further business and the meeting adjourned.


 Judy K. Rule, Secretary


 Charles Bagley, President