

South Jefferson Public Library
49 Church Street
Summit Point, WV 25446

The Board of Directors of the South Jefferson Public Library met on Tuesday, January 14, 2020 at 5:30 PM with Cathie Burke, Edmond Uzan, Geoff Koch, and Susan Cardella (Library Board Members), and Dana Jenkins (Library Director) in attendance.

Minutes:

- November 2019 minutes were approved.

Public Comments:

- No public comments.

Treasurer's Report:

- Balances for November and December 2019 were reviewed.
- The treasurer's report for November and December 2019 was reviewed.
- Under no objections, the treasurer's report was approved.

Director's Report:

- The Circulation and Statistical reports through December 2019 were reviewed.
- The monthly reports from Martinsburg for November and December 2019 were reviewed.
- The Library Budget Spreadsheet for November and December 2019 was reviewed.

Unfinished Business:

- Expansion Update, if any
 - Rosalind Welsh will be invited to the February meeting to discuss changes to drawings previously discussed.
 - Topic on agenda will be changed to "Expansion Updated and/or Architectural Review"
- Information on permit for raffles?
 - If we exceed \$15,000 in collections, we will have to refile for a permit and pay \$500.
 - Eddie will contact Cookie to ask how we should be classified on the permit form.
 - Dana will ask the Friends Group if they would help run the raffle if membership increased. She will also determine how we are classified for the purposes of completing the permit form.

New Business:

- Meet with accountant to discuss audit results – CHANGED TO CONFERENCE CALL.
 - We are above the FDIC coverage with our accounts in the bank (BCT). We should check with the bank about signing a collateral agreement for the FDIC coverage.
 - Lynn will meet with Dana about recording the transfer of funds as a transfer and not an income/expense.
 - SJPL should be recording the wages/payroll rather than Martinsburg since SJPL is the employer. We will look into it with the current company that processes the payroll for Martinsburg. CCH is the company Martinsburg uses.
 - Next year, the auditors will be doing the field work at the libraries due to the unique nature of each library's practices in the Eastern Panhandle.
- County budget request due by January 21. Will meet with other libraries.
- 5 year plan submitted by Cathie to WVLC.

Respectfully submitted,

Geoff Koch
Board Member