

Cabell County Public Library

Regular Board Meeting

December 13, 2023

The meeting was called to order by the President, Wendy Thomas, in the meeting room at the Main Library at 4:06 p.m. Board members in attendance were Charles Bagley, Wendy Thomas, David Amsbary, and Marsha Moses. Alyssa Bond was absent. Friends of the Library President, Jim Casto, was also present. Staff members Michelle Kubiak, Kristy Browning, Jacob Thomas, Amanda Ross, and Breana Bowen, Director, also attended. Library Legal Counsel Tom Hancock was also in attendance.

David Amsbary moved and Charles Bagley seconded the motion to approve the minutes of the November 15th, 2023 meeting. Voted and passed.

Charles Bagley moved and Marsha Moses seconded the motion to approve the following warrants from the regular account at Huntington Banks for checks numbered 59853 through 59935 and ACH voucher 43 through 49 totaling \$520,044.67, Payroll Tax of \$57,590.63, and other ACH disbursements of \$33.26 and from the payroll vouchers numbered 51262 through 51532 and check 35880 for direct deposits with the transfer totaling \$208,834.93. There were no checks written from the construction account. The total amount of disbursements was \$787,144.51. Voted and passed.

In addition to the Director's Report:

Breana and Dennis met with Solar Holler. The contracts were signed with a 30-day clause for changes or no penalty cancellations. Dennis has asked Solar Holler some questions and is awaiting their response. They said they could extend the clause time if our questions are not answered before the end date.

Breana provided the board with a Gala update. The fundraiser brought in at least \$28,000 in income. We are awaiting the Marshall Football schedule to select our 2024 date; however, it has been decided to tentatively schedule the Gala in October 2024 at the Main Library.

Breana sent the City of Huntington a letter asking for support in the 2024-2025 year.

Our book drop permit was approved. The book drop on the drive thru side of the library will be relocated.

Breana talked with Judy Rule about the Rufus Switzer Fund. Breana passed along the information to our legal team.

Charles Bagley moved and Marsha Moses seconded the motion to go into executive session to discuss legal and personnel matters. Voted and passes.

Charles Bagley moved and Marsha Moses seconded the motion to come out of Executive Session. Voted and passed. No business was taken in Executive Session.

David Amsbary moved and Marsha Moses seconded the motion to approve a one-time incentive pay in the amount of \$350 to part time staff and \$750 to full time staff. Voted and passed.

- Discussion on the matter: Breana informed the board that PEIA is waiving the RHBT (Retiree Health Benefit Trust Fund) portion of our premium for this year only. She noted that she would like to redirect that to employees to compensate them rather than just retaining it. Breana also reminded the Board that no employee received a raise this fiscal year and all employees with PEIA insurance dealt with increased premium costs. Currently, the library is underspent on our payroll line item by 4%.

There was no other business and the meeting adjourned.

The next scheduled meeting will be on Wednesday, January 17th at 4:00PM at the Cabell County Public Library.

Breana Bowen, Secretary

Wendy Thomas, President