



94341 Third Street, Gold Beach, OR 97444; 541-247-7246

CURRY PUBLIC LIBRARY BOARD MEETING MINUTES

January 17, 2020 at 4:00 pm at the Curry Public Library

Minutes by Jeremy Skinner

1. Call to Order @ 4:01 pm

-In attendance: Sandy Grummon (Lib. Board), Jerry Herbage (Lib. Board), Tim Scullen (Lib. Board), Jeremy Skinner (library director), Jim Boyle (Friends of the Library), Bryan Grummon (public); John Harper (Lib. Board), Alaina Pepin (Lib. Board); Jordan Popoff (staff); Lora Williams (public); Connie Huntsman (auditor).

2. Reading of Library Mission Statement (Tim Scullen)

3. Citizen Concerns

-none.

4. Review and Approval of Minutes

-December 20, 2019: A motion was made by Jerry Herbage to approve the minutes. Alaina Pepin seconded the motion; the vote in favor was unanimous.

5. Friends of the Library Report (Jim Boyle)

-The FOL are organizing for the annual book sale on 2/14-2/17.
-The FOL are in the process of formalizing and clarifying their dues structure.
-Jim Boyle will go to the Cape Café to look at jeweler's case as possible acquisition for the library.

6. Old Business

-Fine Free Letter: The board reviewed the final board statement on going fine free that was drafted by Tim Scullen and revised by Alaina Pepin and Sandy Grummon. Alaina Pepin made a motion to approve the letter. John Harper seconded the motion. The vote in favor was unanimous.

7. New Business

-FY 2018-19 Auditor Presentation: Connie Huntsman, CPA, provided an overview of the official report. She explained the need to file a plan of action with the state of Oregon to address policies and procedure weaknesses in reconciling the GAAP based 21st CCLC grant to the libraries cash basis accounting.

-Accounting Plan of Action: Skinner presented a formal plan of action to be filed with the state of Oregon. After discussion, Tim Scullen made a motion to adopt the plan. John Harper seconded the motion. The vote in favor was unanimous.

-FY 2020-21 Budget Calendar: Skinner proposed a budget calendar for the library that would start in March instead of April to ensure time for meeting notices and in-depth discussion of budget changes. The board agreed that the changes were appropriate. Skinner agreed to propose budget committee at February meeting.

-Holiday schedule: Skinner proposed a holiday schedule for 2020. After discussion, Jerry Herbage made a motion to accept the schedule; Tim Scullen seconded the motion; the vote in favor was unanimous.

-Supplemental Budget Resolution No. 01152020.1: Skinner proposed a supplemental budget to account for unexpected revenue changes. After discussion Tim Scullen made a motion to approve the supplemental budget; Alaina Pepin seconded the motion; the vote in favor was unanimous.

8. Director's Report (Skinner) (see attachment)

9. Adjournment @ 5:50 pm