**SMYTH COUNTY PUBLIC LIBRARY**

**BOARD OF TRUSTEES MEETING**

**Thursday, January 10, 2019**

**5:30 p.m., Copenhaver Meeting Room**

**Marion, VA 24354**

**CALL TO ORDER:**

The regular meeting of the Smyth County Library Board of Trustees was held on Thursday, January 10, 2019, at 5:30 pm in the Copenhaver Meeting Room at the Marion branch. Trustees present were Rick Blevins, Deanie Dimick, Jane Tate, Nancy Smith, and Iris Worley (delayed arrival). Robb Farmer, Library Director, and Helen Conley, Secretary, were also in attendance.

**WELCOME/INTRODUCTION:**

The meeting was called to order by Rick Blevins at 5:30 pm. Mr. Blevins welcomed everyone to the meeting. Rick acknowledged the presence of members of the Frederick and Eve Phillippi Copenhaver Memorial Fund of whom Katy Davidson requested to speak. He asked if there were any items that needed to be added to the agenda before moving to public comment.

**AGENDA ADDITIONS:**

Added to the agenda was the discussion of 2020 funding requests and Katy Davidson speaking during the Public/Guest Remarks time. A motion was made by Deanie Dimick to approve the additions to the agenda with a second by Nancy Smith.

The motion PASSED by the following vote:

AYES: Rick Blevins, Deanie Dimick, Jane Tate, and Nancy Smith.

NAYS: None.

ABSTAINERS: None.

ABSENT: Iris Worley.

**PUBLIC/GUEST REMARKS:**

Rick Blevins opened the floor for public comment. Katy Davidson spoke on behave of the Frederick and Eve Phillippi Copenhaver Memorial Fund concerning the Southwest Virginia Heritage Room’s possible move and repurposing of the current room. She discussed the concern moving forward of making sure that more concrete communication is provided to all involved. She also expressed concern about the previous concern of moisture in the room that is proposed for the Southwest Virginia Heritage Room. She addressed options for adding additional space in the current room with lockable book cases mounted above the current shelving for items that are not available for public use. Katy also expressed concern about security in the possible new room such as a camera like the current room has and other security measures due to the archive having many one-of-a-kind items.

Trigg Copenhaver from Lexington, VA was also present for the tour previously in the day and the meeting. He also expressed his interest in helping and participating in any way he can. Trigg asked for transparency and openness moving forward with the partnership so that they can be a source of information and even help.

Joe Copenhaver thanked Robb for taking the time to meet with the group and sharing his ideas, even though they are not complete yet.

**APPROVAL OF MINUTES FROM PREVIOUS MEETING:**

A motion was made by Deanie Dimick to approve the minutes from the December 13th, 2018 meeting with a second by Rick Blevins.

The motion PASSED by the following vote:

AYES: Rick Blevins, Deanie Dimick, Jane Tate, and Nancy Smith.

NAYS: None.

ABSTAINERS: None.

ABSENT: Iris Worley.

**APPROVAL OF DISPURSEMENTS:**

The Expenditures dated December 18, 2018 and totaling $69,288.35 were looked at and Jane Tate asked a question about the VRS Pension expenditure total. She was curious about the fact that the current percentage spent was only 31% and wondered why that was. Rick explained that was a monthly expenditure for full time staff only and was calculated with a specific percentage. He explained that the current amount was budgeted at 8.11%, but that is not the correct percentage. He also stated that the FICA was possibly overstated too, but he didn’t know the percentage that the Financial Dept. was using to calculate the amounts.

Jane also asked about the percentage of utilities spent so far for the year. Rick stated he would have to pull last year’s budget to be sure but felt that we had better weather this winter so that could help account for the lower number.

A general discussion was had about money left over from the previous year and the cd that was cashed in to total the $121,000.00 contingency. Rick asked Robb to bring information on all the CDs to the February meeting, so they could be discussed. Jane suggested that maybe it would be good for the Financial person could come to the meetings to help answer questions.

Being there were no further questions or comments a motion was made by Nancy Smith and seconded by Deanie Dimick to approve the Expenditures.

The motion PASSED by the following vote:

AYES: Rick Blevins, Deanie Dimick, Jane Tate, and Nancy Smith.

NAYS: None.

ABSTAINERS: None.

ABSENT: Iris Worley.

**DIRECTOR’S REPORT:**

Robb reported that he didn’t have much to discuss for December as the Library was closed for holidays, but we should be back in full swing. Rick took this time to mention how nice the new building was in Saltville that was provided by the Friends and asked about checking with the town to re-stencil the lettering on the top of the building. Kris said she would as the Friends to help if the town could not.

**BOARD OF SUPERVISOR’S REPORT:**

Rick had nothing to report from the Board of Supervisors. Jane Tate asked if the Board had asked Del. Campbell to refile the resolution that would make the Library a department of Smyth County. Rick stated that had not been done, nor was there any plan to do so.

**OPEN ISSUES:**

Audit:

Rick explained that there were no significant findings in the audit, which is good. Rick then explained about a form that the auditors wanted filled out from each board member and the Director that deals with economic interest. There was a general discussion about the form.

The next items discussed were daily generated reports that go with the deposit tickets given to the Accounting Dept., deposit timing, and having the Director’s timesheet being signed off on.

Further discussion encompassed Robb signing off on bank reconciliation, credit card documentation, and purchase orders. It was decided that bids would be taken on purchases of $300 or more and that there be a purchase order for items of $100 or more.

Auditors noted that mileage on the Library van needs to be accounted for. The Board said that they were fine with how this was being handled now. Rick stated that he was going to call the Auditors about some questions that he wanted to ask, and this would be included.

Rick asked Robb to find out what adjustments were made by the auditors. He stated that auditors do not usually make audit adjustments and we need to know what these adjustments were, so it could be looked at.

Lastly there was a general discussion about the Board seeing the financials every month, background checks (full-time, part-time, and volunteers), and insurance for people driving the van, etc. Katy Davidson also commented on volunteers and background checks to help with the discussion. Robb also asked Rick questions about the results and the impact of certain results. Robb also asked if people needed to do community service should be allowed to do so at the Library considering the discussion of doing background checks for employment.

Jane Tate asked a question about $219,887 that was labeled as “Amounts returned to Localities.” Rick stated he believed that was where the Smyth-Bland Regional Library was dissolved and Bland’s property, etc. was returned to them. He suggested to ask the Accounting Dept. and if need be, bring it back up at a future meeting.

Jane Tate made a motion for Robb to begin implementing the adjustments that had been discussed except for background checks or items not finalized yet. Iris Worley seconded the motion.

The motion PASSED by the following vote:

AYES: Rick Blevins, Deanie Dimick, Jane Tate, Iris Worley, and Nancy Smith.

NAYS: None.

ABSTAINERS: None.

ABSENT: None.

Employee Handbook (Position Changes/Descriptions):

No additional information currently.

Health Insurance:

A general discussion was had on the option of offering Employee + one or Employee + family or leaving the current option of Employee only. Robb was tasked with contacting Walt Norman for information should the Library Board wish to make changes to the current plan.

Library Rearrangement/Plans:

Robb spoke with the Copenhaver family members about the proposed plan of moving the SWVH Room to the current Tech Services area. He also has gotten unofficial confirmation from the County Administrator that there is not a drainage issue in the Tech Services area, but he would like to get bids to make sure this is accurate. The idea of making a grassy area behind the parking lot (by legal aid) should be okay, but it will need to go through the county Buildings and Grounds dept. Storage building plans for Chilhowie – form has been submitted and should hear something within the month, then bids can be taken for a 12x20 building comparable to Saltville’s. After the building is built, planning can continue for other changes.

Magazines and movies are being moved to make the movies more accessible. All movies are now intermixed together, and the boxed sets are no longer behind the desk.

Robb is looking at other ways to bring in funding that might replace fines moving forward. He is looking at a coffee type station, library swag, etc.

**NEW BUSINESS:**

2020 Funding Requests:

The Town of Marion funding request has already been submitted. The County has a deadline of Feb. 15th. The Town of Chilhowie and Saltville have not given a date yet. After a brief discussion about what to ask for, Jane Tate made a motion that a funding increase of 2% would be asked of the Towns and the County would be asked to restore the funding previously cut with an increase of 10%. Deanie Dimick seconded the motion.

The motion PASSED by the following vote:

AYES: Rick Blevins, Iris Worley, Jane Tate, Nancy Smith, and Deanie Dimick.

NAYS: None.

ABSTAINERS: None.

ABSENT: None.

Programming:

Flyers from all branches were handed out for upcoming programming. There will be both passive and active programming for Black History Month. Starting this month in Marion, Saturday Matinees will happen. February’s are all Black History related. After February, the Saturday matinee movies could be anything.

Statistics:

A general discussion was held about statistics.

Location/time of next meeting:

The next meeting will be in Chilhowie on February 21, at 5:30 pm in one of the meeting rooms of the old high school.

Closed Session:

A motion was made by Nancy Smith, with a second by Iris Worley, to enter into closed session under the Code of Virginia, Section 2.2-3711 to discuss **A.1: Personnel Matters**; which can be discussions, consideration, or interviews of prospective candidates for employment and contracts and **A.7: Legal**; discussion with legal counsel and staff pertaining to actual or probable litigation.

The motion PASSED by the following vote:

AYES: Rick Blevins, Iris Worley, Nancy Smith, Jane Tate, and Deanie Dimick.

NAYS: None.

ABSTAINERS: None.

ABSENT: None.

A motion was made by Iris Worley, with a second by Deanie Dimick, to adopt the following resolution certifying the business conducted in closed session as follows:

**RESOLUTION**

**CERTIFICATION OF CLOSED SESSION**

**WHEREAS**, the Smyth County Public Library Board of Trustees had convened in a closed session on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

**WHEREAS**, Section 2.2-312 of the Code of Virginia requires a certification by the Smyth County Public Library Board of Trustees that such a meeting was conducted in conformity with Virginia law;

**NOW, THEREFORE, BE IT RESOLVED** that the Smyth County Public Library Board of Trustees hereby certifies that, to the best of each member’s knowledge, (i) only pubic business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed session were heard, discussed and considered by the Smyth County Public Library Board of Trustees.

The motion PASSED by the following vote:

AYES: Rick Blevins, Iris Worley, Jane Tate, Nancy Smith, and Deanie Dimick.

NAYS: None.

ABSTAINERS: None.

ABSENT: None.

Adjournment:

A motion was made by Iris Worley, with a second by Deanie Dimick, to adjourn the meeting.

The motion PASSED by the following vote:

AYES: Rick Blevins, Iris Worley, Jane Tate, Nancy Smith, and Deanie Dimick.

NAYS: None.

ABSTAINERS: None.

ABSENT: None.