**SMYTH COUNTY PUBLIC LIBRARY**

**BOARD OF TRUSTEES MEETING**

**Thursday, January 9, 2020**

**5:30 p.m., Marion Public Library**

**Marion, VA 24354**

**CALL TO ORDER:**

The regular meeting of the Smyth County Library Board of Trustees was held on Thursday, January 9, 2020, at 5:30 pm in the upstairs meeting room of the Marion Public Library. Trustees present were Deanie Dimick, Jane Tate, Carole Greer, and Iris Worley. Robb Farmer, Library Director, and Helen Conley, Secretary, were also in attendance.

**WELCOME/INTRODUCTION:**

The meeting was called to order by Deanie Dimick at 5:35 pm, and she welcomed everyone to the meeting.

**PUBLIC/GUEST REMARKS:**

Deanie opened the floor to public comment. No one requested to speak; therefore, Deanie closed public comment time.

**AGENDA ADDITIONS:**

A motion was made to accept the agenda, with the addition of talking about changing the date of future meetings, by Jane Tate with a second by Iris Worley.

The motion PASSED by the following vote:

AYES: Deanie Dimick, Jane Tate, Iris Worley, and Carole Greer.

NAYS: None.

ABSTAINERS: None.

ABSENT: None.

At this time, Mr. Mike Albano addressed the Board about the financial statements: specifically, the Statement of Financial Position, prepaids, and contractual services.

**APPROVAL OF MINUTES:**

Iris Worley moved to adopt the August minutes with a second by Jane Tate.

The motion PASSED by the following vote:

AYES: Deanie Dimick, Jane Tate, Iris Worley, and Carole Greer.

NAYS: None.

ABSTAINERS: None.

ABSENT: None.

Jane Tate made a motion to adopt the November minutes with a couple of corrections. Iris Worley seconded the motion.

The motion PASSED by the following vote:

AYES: Deanie Dimick, Jane Tate, Iris Worley, and Carole Greer.

NAYS: None.

ABSTAINERS: None.

ABSENT: None.

**APPROVAL OF DISBURSEMENTS:**

A discussion was had about the finances and the following requests were made by board members:

List of all contractual services such as the misc. expenses and misc. income.

Amount of processing for books, etc., for last year.

The % spent on all statements.

In-house cost of processing.

Have the number of staff per dept. for each year in the comparison list.

A motion was made by Jane Tate to adopt the November Disbursements in the amount of $97,597.57. Carole Greer seconded the motion.

The motion PASSED by the following vote:

AYES: Deanie Dimick, Jane Tate, Iris Worley, and Carole Greer.

NAYS: None.

ABSTAINERS: None.

ABSENT: None.

**BOARD OF SUPERVISORS’ REPORT:**

There was not a report from the Board of Supervisors as the new appointment has not been made.

**DIRECTOR’S REPORT:**

Robb discussed the finished upstairs meeting room setup. One of the drink machines in Marion is now working. Another FOIA request has been received and filled. Regular staff meetings will begin on January 24th. Personnel reviews should be done by January 31st. Job descriptions should be updated in February.

**OPEN ISSUES:**

1. **Audit**

Copies of the Audit were passed out to the board and will be put on the agenda for February discussion.

1. **Budget**

Covered under the section for Approval of Disbursements.

1. **Annual Report**

Members requested a copy of the report with a comparison of 2018 and 2019. This will be added to the February meeting so that members have time to look over it more.

**NEW BUSINESS:**

1. **Meeting Space**

Robb discussed the meeting spaces being used.

1. **Board Training**

Board Training will be scheduled for a future date. Robb will contact the Library of Virginia and speak with Kim Armentrout.

A discussion was had about changing the regular meeting date from the second Thursday to the third Thursday in the month. The decision was made to move the meeting to the third Thursday of the month starting in February.

Jane Tate requested specifics on the Amazon card and other credit cards for purchases.

**LOCATION/TIME OF NEXT MEETING:**

The next regular meeting will be held on February 20th at 5:30PM at the Chilhowie Public Library.

**ADJOURNMENT:**

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

The motion PASSED by the following vote:

AYES: Carole Greer, Iris Worley, Jane Tate, and Deanie Dimick.

NAYS: None.

ABSTAINERS: None.

ABSENT: None.