**SMYTH COUNTY PUBLIC LIBRARY**

**BOARD OF TRUSTEES MEETING**

**Thursday, October 10, 2019**

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

**Chilhowie, VA 24319**

**CALL TO ORDER:**

The regular meeting of the Smyth County Library Board of Trustees was held on Thursday, October 10th, 2019, at 5:30 pm at the Chilhowie Public Library. Trustees present were Jane Tate, Rick Blevins, Iris Worley and newly appointed Carole Greer. Robb Farmer, Library Director, Helen Conley, Secretary, were also in attendance. Deanie Dimick was not in attendance.

**WELCOME/INTRODUCTION:**

The meeting was called to order by Rick Blevins at 5:31 pm and he welcomed everyone to the meeting. He introduced Carole Greer as one of the new trustees. He related that Deanie Dimick had been in contact by email about the budget and she was in favor of it. Jane Tate noted that she felt that everyone should be present to vote on the budget.

**AGENDA ADDITIONS:**

A motion was made by Jane Tate, with a second by Iris Worley, to accept the agenda with the additions of an update on the current audit and a discussion on contracts that would be coming up for renewal.

The motion PASSED by the following vote:

AYES: Jane Tate, Iris Worley, and Rick Blevins.

NAYS: None.

ABSTAINERS: None.

ABSENT: Deanie Dimick.

**PUBLIC/GUEST REMARKS:**

Rick opened the floor for public comment. Heather Carter spoke about the need for a new copier/fax machine at the Chilhowie Public Library and requested special consideration to get that service back as soon as possible.

As there were no other persons wishing to speak. Rick closed the public comment time.

**NEW BUSINESS:**

1. **2019-2020 Budget**

Robb reviewed the new proposed budget that has been streamlined as compared to the previous budget. Out-of-date line items were removed, and others were updated. The proposed budget showed total revenue - $970,474.00, total prepaids - $64,116.00, projected operating expenses - $956,721.28, and available funds as $13,752.72. Robb noted he is letting the branch managers allocate their own amounts for the individual item types. He also stated that there would be updates every month.

Kris Sheets asked about the book processing fees which prompted a discussion about the preprocessing cost and how it is accounted for as well as discounts on items from the vendors. A brief discussion was had on the cost of preprocessing vs. the cost of a cataloger/processor.

Iris commented she is concerned that there not be any prepaids next year. Robb agreed and Rick stated that in the future that needed to be addressed when requesting money from the county and locals.

Robb included a listing of Contractual Services and the amounts estimated for those services in the budget papers. A conversation was had about the differences between the previous year and the current year. This evolved into a discussion about what the towns/county pays for concerning building repairs, etc.

Iris requested that in a future closed session to have a comparison of salaries for each position for the last 5 years as this is the biggest part of the budget.

It was requested to investigate asking the Town of Marion to provide the water, sewer, and garbage services at no cost to the Marion Public Library as the other towns provide for the other branches.

Iris requested to have the salary lines separated by full-time and part-time to more easily see the increase/decrease in part-time salary use.

Jane asked what the e-rate subsidy is. Robb explained that a percentage of what we pay every year for internet services is refunded to the library. Rick also explained that e-rate can only be used for certain types of service.

Jane asked for an explanation of what Internal Revenue is and how Robb arrived at the figure listed. Robb explained that comprised of fines, computer copies, copier copies, faxes, room reservations, and anything that is sold. He arrived at the figure based on the last 3 months figures.

A discussion was had on the Memorial Book Fund and what was deposited and how it was used.

Jane asked about what the State money can be spent on. Robb stated that there were some things that money cannot be spent on such as most salaries, janitorial supplies, etc., but that money can be spent on collections, furniture, and equipment. Jane asked to see the budgets that Robb sends to the State. He said that after the budget is approved, he will update it and send it back to the State and send it to the Board. Robb also discussed how he was moving restricted funds around to cover the salaries that he could. There was further discussion on salary costs.

Iris stated it would be nice to see what each Friend’s group contributes for financial support.

A discussion was had on whether to vote on the budget without all members being present. After the discussion, it was decided to go ahead and vote.

A motion was made by Iris Worley, with a second by Jane Tate, to adopt the budget as presented with the caveat that when necessary line items can be adjusted to keep the budget balanced as the year proceeds.

The motion PASSED by the following vote:

AYES: Rick Blevins, Iris Worley, and Jane Tate.

NAYS: None.

ABSTAINERS: None.

ABSENT: Deanie Dimick.

Jane Tate reiterated her concern about salary costs. The discussion continued about what caused the previous overage.

Rick gave information about the term ending dates for all members. He also stated that there is continued discussion by the Board of Supervisors about returning to a 7-member board.

Rick also addressed the previous question about the ($94,016.35). Mr. Albano had reported that there were deposits and payments not recorded in the month of June which once corrected in July made the cash balance positive instead of the negative previously reported. The discussion continued and moved into a discussion on how the board minutes should be prepared and being consistent throughout. The discussion will be continued at the November meeting.

1. **2018-2019 Audit Update:**

Robb stated that this year the auditor’s visit was much shorter than last year. Robb reported that the auditors had an issue with buying prepaids and with the monthly payroll being done before the end of the month. The auditors did not give a date as to when the audit would be finished.

1. **Contracts:**

The contract discussion consisted of the copier/fax for Chilhowie, the IT contract with Josh Whitt, and ongoing accounting services. The copier/fax lease would be $40.00 per month. Josh Whitt has offered to have a flat rate with no overage cost or hour limit. The accounting bids will be discussed in November.

A motion was made by Iris Worley, with a second by Jane Tate, to move forward with the copier/fax contract for Chilhowie and accept Josh Whitt’s offer.

The motion PASSED by the following vote:

AYES: Rick Blevins, Iris Worley, and Jane Tate.

NAYS: None.

ABSTAINERS: None.

ABSENT: Deanie Dimick.

**LOCATION/TIME OF NEXT MEETING:**

The next regular meeting will be held on November 14th at 5:30pm at the Saltville Town Hall.

**ADJOURNMENT:**

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

The motion PASSED by the following vote:

AYES: Rick Blevins, Iris Worley, and Jane Tate.

NAYS: None.

ABSTAINERS: None.

ABSENT: Deanie Dimick.