**SMYTH COUNTY PUBLIC LIBRARY**

**BOARD OF TRUSTEES MEETING**

**Thursday, November 8, 2018**

**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, November 8th, 2018 at the Chilhowie Public Library. Trustees present were Rick Blevins, Deanie Dimick, Nancy Smith, Jane Tate, and Iris Worley. Staff in attendance were Robb Farmer, Library Director, and Helen Conley, Secretary.

**WELCOME/INTRODUCTION:**

The meeting was called to order by Rick Blevins at 5:30 pm. Mr. Blevins welcomed everyone to the meeting. He asked if there were any items that needed to be added to the agenda before moving to public comment.

**ADOPTION OF THE AGENDA:**

A motion was made to adopt the Agenda as given by Nancy Smith with a second by Deanie Dimick.

The motion PASSED by the following vote:

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

NAYS: None.

ABSTAINERS: None.

ABSENT: Iris Worley

**AGENDA ADDITIONS:**

There were no agenda additions presented.

**PUBLIC/GUEST REMARKS:**

Rick Blevins opened the floor for public comment. Rita Copenhaver shared information with the Board and the attending audience about Voices from the Garden, the Virginia’s Woman’s Monument. This monument contains the names of 3 women from our area – Laura Lee Scherer Copenhaver (has her own stature), Eleanor Glass Copenhaver Anderson, and Annabel Morris Buchannan. A fourth woman, Katherine Killinger Scherer, has also been nominated to be on the wall. More information for the monument can be found at http://womensmonumentcom.virginia.gov.

**APPROVAL OF MINUTES FROM PREVIOUS MEETING:**

Before approving the minutes of the October meeting, Jane Tate pointed out an omission to be corrected. Please let it be reflected that at the October meeting Jane Tate asked if there were any available training courses that covered the duties of being a Board of Trustees member for libraries. She also offered to pay for any available course herself. A motion was then made by Nancy Smith to approve the minutes with the above corrections to be noted with a second by Deanie Dimick.

The motion PASSED by the following vote:

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

NAYS: None.

ABSTAINERS: None.

ABSENT: None.

**APPROVAL OF DISPURSEMENTS:**

The Purchase Disbursements for October were looked at and a motion to accept the disbursements in the amount of $73,252.05 was made by Deanie Dimick and seconded by Nancy Smith.

The motion PASSED by the following vote:

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

NAYS: None.

ABSTAINERS: None.

ABSENT: None.

**DIRECTOR’S REPORT:**

Robb discussed that all 3 of the Friends Groups have been busy. In Marion the Friends had set the date for Santa to come on Dec. 3, from 6-8. They also had help hand out books for Halloween Madness and were going to be helping with the Christmas Staff luncheon. In Chilhowie plans were being made to honor Linda Dean’s at a retirement dinner. In Saltville, the Friends had purchased a new storage building for the Saltville Public Library.

The Marion branch participated in the Scarecrow Contest and won 3rd place. The library was awarded a $50.00 prize that went into the book fund. Byron Johnson and Tracy Thompson were thanked for their help in having this happen.

The library will be represented in all 3 upcoming Christmas parades.

Lastly, there was a fabulous turn out for the Rocky Horror Picture Show at the Lincoln and that is being looked at to possibly make it an annual event.

**BOARD OF SUPERVISOR’S REPORT:**

Rick had nothing to report at this meeting

**OPEN ISSUES:**

2018-2019 Budget:

The budget was further discussed. Jane Tate asked about the fact that at the end of September the budget was 31% salaried and would that be changing. Robb discussed some actions that he has been working various hours at the other branches to help cut the cost of staffing. He also made other suggestions that included changing some hours that the library is open and him working at the desk some in Marion. There was also discussion had about the Contingency Fund and the VRS pension percentage.

Jane Tate also asked for clarification on the line item for internet. A discussion was had about the way it is paid for and E-rate reimbursement. Other line items discussed were Library promotional items, programs, fines and fees, the Memorial Book Fund, and new databases (added to replace old printed Reference and Non-Fiction books) were discussed.

Robb also discussed other options for raising money going forward.

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

The motion PASSED by the following vote:

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

NAYS: None.

ABSTAINERS: Jane Tate.

ABSENT: None.

Audit:

No update currently.

Employee Handbook:

Information had been handed out at the last meeting for Trustees to look over. Rick asked about the pay scale that Robb gave the Trustees and if it reflected years worked. Nancy asked Rick about how the School Board pay scale worked. A discussion was had about pros and cons of different ways to handle pay scales and raises, etc.

Jane Tate asked if there was any information on salaries available from the Library of Virginia. Robb said that he would check with LVA to see what is available on salaries. There was also a discussion of the current job titles. By the December meeting, Robb is to try and put job titles into as few categories as possible.

Position Changes/Descriptions:

Please see above discussions.

Library Rearrangement/Plans

Jane Tate asked if Robb had talked with the Copenhaver family about the donation they made concerning the Heritage Room. Robb has not spoken with them yet, but he has been looking though paperwork to see if there is anything present. He wanted to see if there was a contract beforehand. He has also not found the amount of money that was donated.

Chilhowie had given permission to have a building behind the library there and so emptying of the storage building can begin as soon as the building is put in.

Deanie Dimick asked if we had been putting donation buckets out at programs.

Saltville has their new storage building and has been rearranging items.

Background checks – The Library of Virginia does not have training on background checks but did send the information on the procedures that they use. Robb also checked on the Director’s listserv to get other ideas. The biggest issue is who will pay – the new hire or SCPL. It was agreed that a background check would be good for new hires and it would be made a condition of employment where the applicant pays. Rick will investigate what the school system does.

Robb will specifically as LVA about training for trustees.

Chilhowie will allow us to use storage in Chilhowie so that leaves the gravel lot open for other use.

**NEW BUSINESS:**

Programming:

Flyers from all branches were handed out for upcoming programming. Saltville will be having their Christmas open house and lots of other programs. Movies continue at all branches. Robb would like to have more combined sharing of program information between the 3 branches.

Statistics:

In December we will have the annual report.

Agenda Additions:

There were no agenda additions.

Location/time of next meeting:

The next meeting will be in Saltville on December 13th, at 6 pm at the Town Hall with the Saltville Christmas open house being before that at 5:30 pm.

Closed Session:

A motion was made by Iris Worley, with a second by Deanie Dimick, 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, Deanie Dimick, Nancy Smith, and Jane Tate.

NAYS: None.

ABSTAINERS: None.

ABSENT: None.

A motion was made by Deanie Dimick, with a second by Nancy Smith, 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, Deanie Dimick, Jane Tate, and Nancy Smith.

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, Nancy Smith, Deanie Dimick, Jane Tate, and Iris Worley.

NAYS: None.

ABSTAINERS: None.

ABSENT: None.