**SMYTH COUNTY PUBLIC LIBRARY**

**BOARD OF TRUSTEES MEETING**

**Thursday, December 16, 2021 at 5:30 P.M.,**

**Smyth County Public Library, Marion Branch**

**Marion, VA 24354**

 **CALL TO ORDER:**

The regular meeting of the Smyth County Library Board of Trustees was called to order on Thursday, December 16th, 2021, at the Smyth County Public Library, Marion Branch, Marion, VA. Trustees present Margaret Linford, Nellie Harmon, Tom Copenhaver, Christin Long (via Teams Meeting), Patton Graham and Donna Rupard-Greer. Saltville District will be appointing Tracy Prater to the Board. Director Rose Likins and staff members Helen Conley, Tracey Reed, and Sheila Johnson were present. The meeting was called to order by Margaret Linford at 5:30 pm.

**WELCOME/INTRODUCTION:**

Margaret welcomed everyone to the meeting.

**AGENDA APPROVAL:**

There were no additions to the agenda. Tom Copenhaver moved to accept the agenda as given, with a second by Nellie Harmon.

The motion PASSED by the following vote:

AYES: Margaret Linford, Tom Copenhaver, Nellie Harmon, and Christin Long

NAYS: None

ABSTAINERS: None

ABSENT: Patton Graham, Donna Rupard-Greer

**PUBLIC/GUEST REMARKS:**

Margaret Linford asked if anyone had remarks. There were no Public or Guest Remarks

 A**PPROVAL OF MINUTES:**

Tom Copenhaver moved to accept the minutes as presented. Nellie Harman seconded the motion.

The motion PASSED by the following vote:

AYES: Margaret Linford, Tom Copenhaver, Nellie Harmon, Christin Long and Patton Graham

ABSTAINERS: None

NAYS: None

ABSENT: Donna Rupard-Greer

 **APPROVAL OF DISBURSEMENTS:**

Sheila Johnson was present for any questions concerning disbursements. Margaret Linford, Chairperson, asked if there were any issues. Discussed disbursements as listed on report.

A motion was made by Patton Graham with a second by Tom Copenhaver to accept the November disbursements.

The motion PASSED by the following vote:

AYES: Margaret Linford, Tom Copenhaver, Nellie Harmon, Christin Long, and Patton Graham

NAYS: None

ABSTAINERS: None

ABSENT: Donna Rupard-Greer

 **FINANCIAL REPORT:**

Rose Likins reported the SCPL Audit was complete. The financial report looks in good standing. The Board must complete the Economic Interest Forms and send to Shawn Utt, County Administrator and a sealed copy to Rose. Patton Graham requested a human signature on the audit, page 2 and page 49, not just the company name. Rose will make the request to the auditor. Rose explained the audit process to the Board of Trustees. Audit was provided to preview.

**DIRECTOR’S REPORT:**

Rose Likins presented the Board of Trustees with her written Director’s report. Rose reported the elevator has been repaired. Heather Colley has resigned as a Board of Trustees for SCPL. The Saltville District reassigned Tracy Prater as a Board of Trustees for SCPL, Saltville District. Rose report of staff movement: Rita Copenhaver will be retiring at the end of the month. Rose highlighted Rita’s dedication and devotion to SCPL for many years. Tracy Reed will be Manager of Youth Services and Outreach. Hannah will be moving to Outreach. Rose also reported Elaine will be retiring in January but is willing to work some part time. Part time employees Sarah Robinson and Aleisha Satterfield will rotate.

Rose also updated the board about the COVID Test available through the libraries. SCPL has provided 83 tests to the community. She also discussed the website design and reported it should be completed by February 2022. Rose provided the board with a list of upcoming dates of meetings she will be attending including, Board of Supervisors and Town Meetings.

Rose spoke for herself and the staff about the appreciation of the Friends of the Library in all 3 branches. Celebrated a morning breakfast and The Friends of the Libraries provided all employees with a luncheon and a ham. The CD’s have been weeded due to lack of rotation and given to the Friends of Libraries to sell.

The library van is in the process of repair after being struck while unoccupied.

**OLD BUSINESS:**

Grant Implementation Progress Report – Rose provided ARPA and Emergency Connectivity Fund updates. Fact sheet included in Board Packet. WiFi HotSpots and Tablets will be loaned to patrons without broadband internet access at home.

**NEW BUSINESS:**

New Business continued with Rose presenting the board with a New Personnel Policy for consideration. Rose provided a copy of the policy and an outline of the changes. The Board of Trustees were given information from the Personnel Committee.

Tom had questions on wording. A motion was made by Tom Copenhaver, with a condition that the wording was able to change or remove the specific list in the EEO section. Rose agreed to check with the HR firm. A second by Patton Graham was contingent on that information.

The motion PASSED by the following vote:

AYES: Margaret Linford, Tom Copenhaver, Nellie Harmon, Patton Graham, Christian Long and Donna Rupard-Greer

NAYS: None

ABSTAINERS: None

ABSENT: None

Adjustments will be made to SCPL Hours. All Branches have reported their best times for patrons. Rose spoke about the changes and these will be implemented.

**LOCATION/TIME OF NEXT MEETING:**

The next regular meeting will be held on January 20th, at 5:30 PM in Chilhowie at the SCPL Chilhowie Branch, Chilhowie, VA

**ADJOURNMENT:**

A motion was made by Donna Rupard-Greer, with a second by Nellie Harmon to adjourn the meeting.

The motion PASSED by the following vote:

AYES: Margaret Linford, Tom Copenhaver, Nellie Harmon, Christin Long, Patton Graham and Donna Rupard-Greer

NAYS: None

ABSTAINERS: None

ABSENT: None.