**SMYTH COUNTY PUBLIC LIBRARY**

**BOARD OF TRUSTEES MEETING**

**Thursday, August 9, 2018**

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

**Saltville, VA 24370**

**CALL TO ORDER:**

The regular meeting of the Smyth County Library Board of Trustees was held on Thursday, August 9, 2018 at the Saltville Public Library. Trustees present were Rick Blevins, Deanie Dimick, Nancy Smith, and Iris Worley. Staff in attendance were Robb Farmer, Library Director, and Helen Conley.

**WELCOME/INTRODUCTION:**

The meeting was called to order by Rick Blevins at 5:35 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. Being that there were no additions the meeting moved on to the Public/Guest Remark time.

**PUBLIC/GUEST REMARKS:**

Rick Blevins opened the floor for public comment. Mr. Pease from Chilhowie addressed the Board about how the cut from Board of Supervisors of $40,000 and any subsequent cut from the State stemming from the Board of Supervisors cut would affect the Library System’s operations. Robb Farmer stated that we had a proposed budget to look at that evening with adjustments to help cover the shortfall ahead of time. He stated that the State funding was up some and that the only cut was the $40,000. Saltville was level funded and Marion and Chilhowie gave a 2% increase. There was further brief discussion about if State funding was tied to Board of Supervisor funding.

**APPROVAL OF MINUTES FROM JUNE 13, 2018 MEETING:**

The approval of the June 13, 2018 meeting minutes was delayed to the next meeting due to a miscommunication on meeting minutes being delivered to the Board by the new secretary.

**APPROVAL OF DISPURSEMENTS:**

The June and July disbursements were discussed. A motion was made by Deanie Dimick to approve both months of June for $215,029.25 and July for $78,008.50, with a second by Iris Worley.

The motion PASSED by the following vote:

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

NAYS: None.

ABSTAINERS: None

ABSENT: None.

**DIRECTOR’S REPORT:**

Robb Farmer reported about several items during the summer, such as Summer Reading programs for both adults and children, book sales, and movie showings. Robb represented the Library at the Johnny Greer Memorial Golf Tournament in Draper. He gave a gift bag of Library goodies for a door prize item. Robb will also be attending a Library Conference at the end of September.

**OPEN ISSUES:**

Employee Handbook:

Robb Farmer commented that he went back through and streamlined the new handbook to make it more readable. He also said that most of the changes dealing with staff changes/reorganizing, pay rates, etc. will be completed in September. Discussion of chapters 3 & 4 were delayed allowing for time for the Board to receive copies of pay scales, etc. Some of chapter 2 was discussed.

2018-2019 Budget:

2018-19 proposed budget totaling $1,015,181 with a $121,000 contingency was discussed. Robb discussed that several areas were changed as needed to cover future needs. Members were encouraged to ask any questions that they like between now and the next meeting. Robb also discussed moving areas around to make more efficient use of space.

Integrated Library System:

The new system has been live since July 11th. Improvements and additions are still being made.

Audit:

The Library system will now be included in the County’s audit which will save money. The Library will still get its own audit report.

Crisis Planning:

Still in process. Law enforcement staff changes precipitated new meetings with the new staff.

Benefits/Position Changes:

In June & July, three full time staff either retired or moved. Janet Kirby is working part time to help cover cataloging, we will also be adding preprocessed books and videos. Heather Carter from Chilhowie will also be helping with processing and she will go full time in September. Amber Combs will also be starting part time in August and promoted to full time in September. Helen Conley will be our System Admin. Tod Owens will be doing yearly statistics and be our electronic services point person. Combining duties and shifting responsibilities will help save money and utilize our staff resources more efficiently.

**NEW BUSINESS:**

Programming:

There were thousands of participants with the Summer Reading Programs (adults and children) at all the branches. Saltville had trouble with location for their Snakes Alive program. The Town of Saltville came through with the use of an empty building that is owned by the town for not only the Snakes Alive program, but for the rest of Summer Reading programs.

The Town of Chilhowie has given permission for the Library to use the computer lab and kitchen area in the building where the Chilhowie Branch is located.

Movies were shown at all locations. Saltville is getting a license for showing an outdoor movie.

Also discussed was the SCPL collaboration with the Lincoln Theater to show the locally made Grizzly Park on it’s 10th anniversary. Avery Belle (director and producer of Grizzly Park) will be in attendance to do a Q and A with the audience.

Statistics:

Statistics were distributed and discussed.

Location/time of next meeting:

The next meeting will be in Marion on Tuesday, September 18th at 5:30pm.

Agenda Additions:

There were no additions to the agenda.

Adjournment:

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

The motion PASSED by the following vote:

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

NAYS: None.

ABSTAINERS: None.

ABSENT: None.