**SMYTH COUNTY PUBLIC LIBRARY**

**BOARD OF TRUSTEES MEETING**

**Thursday, April 4, 2019**

**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, April 4, 2019, at 5:30 pm at the Saltville Town Hall. Trustees present were Deanie Dimick, Jane Tate, Nancy Smith, and Iris Worley, Rick Blevins arrival was delayed. Robb Farmer, Library Director, and Helen Conley, Secretary, were also in attendance.

**WELCOME/INTRODUCTION:**

The meeting was called to order by Nancy Smith at 5:32 pm and she welcomed everyone to the meeting.

**AGENDA ADDITIONS:**

There were no additions to the agenda.

**PUBLIC/GUEST REMARKS:**

Nancy opened the floor for public comment. Nancy acknowledged Byron Johnson. He brought packets that contained more information on what his job entails here at the Library. He will be available at the next meeting to discuss this information.

**APPROVAL OF MINUTES FROM PREVIOUS MEETING:**

A motion was made by Deanie Dimick to approve the minutes from the February 21, 2019 meeting with a second by Jane Tate.

The motion PASSED by the following vote:

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

NAYS: None.

ABSTAINERS: None.

ABSENT: Rick Blevins.

**APPROVAL OF DISPURSEMENTS:**

The disbursements totaling $78,306.14 were discussed (Purchase Journal). Nancy noted concern about having enough to cover the salaries for the rest of the year. Deanie noted that if we could shift money, we would be close to covering the salaries. Robb noted that in the off chance that someone leaves, we may look at not replacing them.

Jane requested a listing of employees and their salaries for the last 3 years to do a comparison. Nancy asked about the line item for Virginia Highlands Community College Work Study Students. Robb reported that there are VHCC Work Study students at each branch and that we also have 3 from WCC (who doesn’t charge us).

There was also a question of the Misc. category. Robb is to investigate that and get back with the Board as to what that covers. Jane also noted that it would be good to have the Financial Officer present at the meetings to clarify questions. Robb said he would ask about this.

Jane also asked about the Maintenance and Technology contract of Josh Whitt being $4200.00 and if that included the per month cost of $900.00 (which it did). Robb explained that there were several problems with the computers that were out of the norm. Robb also stated that the telephone system in Marion is having problems. Iris gave Robb the name of a company (Convergence Network in Johnson City) that may be a viable option in the future.

Being there were no further questions or comments a motion was made by Deanie Dimick and seconded by Iris Worley to approve the Expenditures.

The motion PASSED by the following vote:

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

NAYS: None.

ABSTAINERS: None.

ABSENT: Rick Blevins.

**DIRECTOR’S REPORT:**

(Rick Blevins arrived)

Robb noted all the good things that the Friends Group’s at each branch have been doing.

Marion – Donated a bench for the front of the Library in Marion, donated $2,000 to purchase books to give away to children. Books sale on April 11, during National Library Week, and they made available snacks to the public.

Chilhowie – There was a Chilhowie Officer’s meeting to vote on new officers and Robb and Heather attended. Robb and Heather brainstormed with them about programs and publicity.

Saltville – Purchased prize wheel to use with future programs and purchased teen auction items.

The new storage building has been installed in Chilhowie and the movement of storage items should begin soon.

Robb is currently working on a new strategic plan for 1, 3, & 5 years out. He has asked staff for suggestions.

Robb has been discussing with Karen Groff about setting up a separate Non-Profit Organization for the Library (as a whole) that would be governed by a separate board and would be separate from the Government funding. He will be talking with Washington County’s Director as they currently have one of these.

April 10-12: Robb will be going to the Director’s Bootcamp and Director’s Meeting in Staunton.

The Trivia Night is all ready to happen on April 6th in Chilhowie.

National Library week starts Sunday, April 7th.

Robb has been working with the Sheriff’s Dept. about crisis planning.

Marion has been hosting the Marion Art League entries and the Quilt Guild’s quilts.

Still looking for a venue for the wrestling event.

**BOARD OF SUPERVISOR’S REPORT:**

Rick reported that there wasn’t really anything to report yet on the County budget, but that the towns were all about done with their budgets.

**OPEN ISSUES:**

Budget:

Robb stated that there were no official numbers received from the State yet. Robb stated that there was an indication that we would received $7,000 more than last year from the state, but that isn’t in writing yet.

Audit:

Nancy asked if all the Auditor findings were taken care of and Jane asked if we were doing background checks yet. Robb stated that most of those had been covered the previous year and everything that the Board had requested had been adopted. Robb is currently working with the School Board and Sheriff’s Department on procedures to start background checks.

Robb stated that the Auditors asked if we wanted to use them again next year. Rick stated that he felt there was no problem with us piggy-backing with the County again.

Iris asked if we had to pay a fine about the previous year’s paperwork and Robb stated that everything was with the IRS, but that he did not anticipate us having to pay a fine.

Employee Handbook (Position Changes/Descriptions):

Ann Lowe is the new employee in the Accounting Department. She appears to be picking things up quickly.

Library Rearrangement/Plans:

The plans to create a grassy knoll behind the Library in Marion has hit a wall. A few people have come out and looked at it, but there would be more involved with tearing it up than Robb thought. One person said that they didn’t have the equipment for it and another one said that it would involve several subcontractors. The AstroTurf idea is not available as no one in the area that works with Astro Turf. A further discussion was had on how this could be accomplished in the future.

**NEW BUSINESS:**

Library Scholarships:

This year there are 5-6 applications for the Library Scholarship. There needs to be a committee to look over the applications and interview the students. Jane Tate volunteered to be on the committee to work on this.

Personnel Changes:

Ann Lowe is the new person in the Accounting Dept., she has been hired on a temporary basis. Judy Wyant has indicated staying until the end of the June (fiscal year). Linda Routh has made mention of possibly leaving at the end of the year but has not given an exact date.

Holiday Schedule:

A new holiday schedule needs to be approved. Robb is to bring a copy of what this year’s schedule was and a copy of the list from the Commonwealth of Virginia’s website of the next meeting.

Programming:

Flyers from all branches were handed out for upcoming programming and a brief programming discussion was had.

Statistics:

A general discussion was held about statistics. The March statistics will be delivered in May along with the April statistics. The person in charge of those was on vacation the first week of April.

Location/time of next meeting:

The next meeting will be in Marion on May 9, at 5:30 pm in the Copenhaver Meeting Room. The short tour will take place at the beginning of the meeting.

Closed Session:

No closed session was needed.

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

NAYS: None.

ABSTAINERS: None.

ABSENT: None.