**SMYTH COUNTY PUBLIC LIBRARY**

**BOARD OF TRUSTEES MEETING**

**Thursday, July 16, 2020**

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

**Marion, VA 24354**

**CALL TO ORDER:**

The regular meeting of the Smyth County Library Board of Trustees was held on Thursday, July 16th, 2020, in the downstairs area of the Marion Public Library. It was also broadcast on Facebook Live. Trustees present were Iris Worley streaming in on Google Meetings, Tom Copenhaver, Donna Rupard Greer, Patton Graham, Jim Paine, and Margaret Linford. Helen Conley, Secretary, was also in attendance. The meeting was called to order by Iris Worley at 5:33 pm.

**WELCOME/INTRODUCTION:**

Iris welcomed everyone to the meeting. She also welcomed Jim Paine and Margaret Linford as the new board members.

**AGENDA ADDITIONS:**

There were no agenda additions.

**PUBLIC/GUEST REMARKS:**

Iris Worley opened the floor to public comment. No one wished to speak, so public time was closed.

**APPROVAL OF MINUTES:**

Tom Copenhaver moved to adopt the June minutes with a second by Patton Graham.

The motion PASSED by the following vote:

AYES: Iris Worley, Tom Copenhaver, Donna Rupard Greer, Patton Graham, Jim Paine, and Margaret Linford

NAYS: None

ABSTAINERS: None

ABSENT: None

**APPROVAL OF DISBURSEMENTS:**

Iris Worley welcomed Mike Albano from the Longhorn CPA Group. Mike provided the board members with binders that contained the June Financials and a Statement of Financial Position as of June 30, 2020 and as of June 30, 2019.

Mike pointed out that the 2019 fiscal year ended with an excess of around $32,000 because the library had elected to prepay for expenses and materials in the 2018 fiscal year. This created an asset that needed to be spent. Tom asked how that had increased the library’s cash account. Mike explained that revenues for that year amounted to $909,000; because the library had already paid for the prepaids the previous years, no cash was spent from that revenue amount. Margaret asked why the prepaids were included on this year’s amount if they were purchased during a previous year. Mike explained that because the library received the prepaid materials this year, they had to be included on this year’s statement as an expense. Margaret stated that the present financial statement resembled that of a for-profit business and asked if future financial statements could reflect the library’s nonprofit status with a more detailed explanation of the library’s monthly line items. Mike clarified that even nonprofits function on an accrual basis. Iris interjected that the library’s goal should be to spend the $20,000 that remains in prepaids at the end of June. Patton asked if the board could receive a statement detailing exactly where the library’s funds are being spent and what they are being spent on. Iris said the board used to receive a monthly disbursements journal with those details included which the board would then approve. Mike explained that the current financial report includes historical columns detailing previous months’ expenditures, which should function to explain where the money trail was going. Margaret inquired as to whether the COVID-19 shutdown had had any impact on the library’s budget. Mike replied that he could not answer that, as he was not at the library on a day-by-day basis; however, he did refer the board members to the Miscellaneous Income line item in the general ledger. Iris asked for clarification on the library’s financial standing at the end of June. Mike responded that according to the financial summary sheet, the library had seen a loss of $200,000 in 2018, but that 2019 had ended with a profit of $32,000, and that the library was starting out 2020 with $175,000 in cash that it had not had in previous years. Tom repeated that the board needed an exact, direct detailed explanation of where the library’s money is going. Patton inquired about who writes the checks for the library. Mike explained that while Longhorn writes the checks, Robb Farmer, the library director, oversaw signing the checks. Margaret stated that she had requested the credit card statements for the last year, and that Robb had only given her the statements up to March. The credit card statements reflected that the library was past due on payments on the Walmart card by $264.05 in January, $366.89 in February, and $72.03 in August. Mike told Margaret that he can provide statements reflecting the expenses posted to the account. Iris asked if the board could once again be provided with disbursement journals every month detailing the library’s income and expenses as well as a balance sheet explaining the cash invoices and flow. Tom added the example of the line items 1026 in the general ledger of “Employee Advances” and “Reverse Employee Advance,” stating that “Reverse Employee Advance” looked like a disbursement of $30,000, but that it was impossible to tell what it was and to whom it was going. Mike said that if he could not explain that exact line item, but if Longhorn could have an example of the financial statement the board wants, then they could duplicate it. Margaret asked Iris if the library director had a cap on the money he could spend per month without board approval. Iris said that the director does not have a spending threshold but usually only spends money on small materials. Tom asked if Mike could confirm that the library had ended the previous fiscal year in the green. Mike confirmed that the library had. Tom asked if this was due to lower spending on employee salaries. Mike said that all he could confirm about salaries was that the library was budgeted $715,000 for salaries and benefits and had spent $627,000. Margaret said that at the end of July 2018, the library appeared to be in the green $242,729, prompting the board to split the overage into $120,000 increments for the upcoming years. Iris confirmed that she remembered doing that. Margaret expressed concern about where that much money had gone. Mike said that at the end of June 2019, only $89,000 of that $242,729 was left. Margaret said the director was informed that money was being spent excessively, and that the board needs to be able to keep a closer eye on spending. Iris interjected that the library has made some changes that necessitated more spending, such as making the branch managers full-time with benefits. Mike agreed that the board needs a disbursements journal and a receipts journal going forward, and that Longhorn would work to provide a more detailed explanation of expenses every month, but that he could not guarantee that expenses would be paid promptly by the library; as such, they would not be in a disbursements journal. Iris asked if Robb Farmer had been passing invoices along to Mike in Ann Lowe’s absence. Mike confirmed that he had, and that Robb had been signing off on all expenses. Margaret asked how long Ann has been absent. Mike and Iris thought she had been gone for almost two months, and that Longhorn was only supposed to be fulfilling her role for one month. Iris asked for a contract quote in case Ann did not return. Mike did not have a quote but said the library needs someone in the Accounting office to perform daily accounting tasks and keep up with daily expenses. Patton asked for the library’s current budget. Mike responded that as of this time, it is $175,014.33. Mike suggested using the provided financial statements to build a projected budget. Margaret suggested creating a budget committee. Iris declined the suggestion in favor of making decisions as a united board. Mike told the board he would send future financial reports to Iris for approval. The board thanked Mike for speaking.

Iris Worley asked if the board wanted to accept the reports that Mike Albano had provided without an actual record of disbursements. Tom Copenhaver stated that without seeing the actual record of disbursements, he did not want to approve it, but that he would approve a motion that the board had listened to Mike’s report. Patton Graham said that without a record of disbursements, he felt they had to move onto the Director’s Report without approving the month’s disbursements. Margaret Linford agreed. Iris said she would ask Robb for them, and that this month’s approval of disbursements would be voted on when they had that record. Tom expressed concern over the apparent lack of spending during the middle of the month. Iris explained that usually checks are cut once a week, but that the disbursements schedule was now being changed to twice a month: once at the beginning and once at the end. She repeated the need for a disbursements journal to be sure that bills are being paid. Tom moved to table the discussion. Patton suggested that a motion was not needed to table the approval for further discussion. Tom agreed. Iris asked Helen to include the approval of disbursements for June on the July meeting agenda.

**DIRECTOR’S REPORT:**

Robb Farmer was absent from this meeting and was therefore unable to give his report. A written report was provided and was read over by the trustees. Tom Copenhaver mentioned a correction would be needed, as Robb had written that the county had budgeted $6,660,000 for the library. Helen said she would correct that to $660,000. Iris asked if the board wanted to table the approval of the director’s report until the correction was made; Tom said he thought they should just make the correction. Tom asked to make the director’s report part of the minutes. Donna suggested the board just move to accept the report with the correction. Margaret seconded Donna’s movement.

The motion PASSED by the following vote:

AYES: Iris Worley, Tom Copenhaver, Donna Rupard Greer, Patton Graham, Jim Paine, and Margaret Linford

NAYS: None

ABSTAINERS: None

ABSENT: None

**OPEN ISSUES:**

**COVID-19- Reopening schedule; plan; personnel**

Iris Worley asked Helen Conley if Robb Farmer had provided Helen with an opening plan. Helen responded that Robb had declined proposing a plan until the board decided when to reopen to the public. Iris suggested that because COVID-19 cases in Smyth County are on the rise, the library should remain closed to the public and continue with curbside services. Patton said that at the May meeting, the board had agreed that the reopening timeline was up to the director’s discretion. Iris agreed that should be the case and that the board should defer to Robb on all reopening plans. Tom Copenhaver also agreed. Iris requested that Helen let Robb know that the board is relying on him as the director to make reopening plans.

**NEW BUSINESS:**

1. **New Trustees**

Iris Worley welcomed two new trustees to the board: Jim Paine and Margaret Linford.

1. **2020 Financials & Closeout**

Iris Worley stated that the 2020 Financials & Closeout had already been previously covered by Mike Albano earlier in the meeting.

1. **2021 Tentative Budget**

Iris Worley asked Helen Conley if Robb Farmer had provided Helen with a copy of his 2021 tentative budget. Helen said he had not. Iris asked if Helen could request that Robb do so now that he knew what the library would be budgeted by the county. Donna Rupard Greer read section 3 of Robb’s June report, and Margaret Linford reread it for the board to hear: “As the final numbers for fiscal year 2020 are imminent, I expect the finalized proposed budget to be completed and shared with this board well before the end of July.” Iris asked if there was any other new business. The rest of the board declined.

**CLOSED SESSION**

Patton Graham said the board needed to go over the requirements of the director they had made in the closed session at the June meeting to be sure they had been adhered to. Margaret Linford read 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. Margaret moved to dismiss the board into closed session in the Copenhaver Meeting Room. Patton seconded the motion.

The motion PASSED by the following vote:

AYES: Iris Worley, Tom Copenhaver, Donna Rupard Greer, Patton Graham, Jim Paine, and Margaret Linford

NAYS: None

ABSTAINERS: None

ABSENT: None

A motion was made by Patton Graham, with a second by Tom Copenhaver, 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: Iris Worley, Tom Copenhaver, Donna Rupard Greer, Patton Graham, Jim Paine, and Margaret Linford

NAYS: None

ABSTAINERS: None

ABSENT: None

After returning from Closed Session, a motion was made by Tom Copenhaver, with a second by Patton Graham, that the decision made in closed session be approved by each individual board member.

The motion PASSED by the following vote:

AYES: Tom Copenhaver, Donna Rupard Greer, Patton Graham, and Margaret Linford

NAYS: Iris Worley and Jim Paine

ABSTAINERS: None

ABSENT: None

**LOCATION/TIME OF NEXT MEETING:**

The board decided to continue to meet at the Marion Library until the COVID-19 complications were lifted. The next regular meeting will be held on August 20th at 5:30PM at the Marion Public Library.

**ADJOURNMENT:**

A motion was made by Donna Rupard Greer, with a second by Patton Graham, to adjourn the meeting.

The motion PASSED by the following vote:

AYES: Iris Worley, Tom Copenhaver, Donna Rupard Greer, Patton Graham, Jim Paine, and Margaret Linford

NAYS: None

ABSTAINERS: None

ABSENT: None

Before the meeting was officially adjourned, Iris made a motion to accept the termination discussed in closed session. Donna seconded the motion.

The motion PASSED by the following vote:

AYES: Donna Rupard Greer, Tom Copenhaver, Patton Graham, and Margaret Linford

NAYS: Jim Paine and Iris Worley

ABSTAINERS: None

ABSENT: None

Donna made another motion to adjourn the meeting. Patton again seconded the motion.

The motion PASSED by the following vote:

AYES: Iris Worley, Tom Copenhaver, Donna Rupard Greer, Patton Graham, Jim Paine, and Margaret Linford

NAYS: None

ABSTAINERS: None

ABSENT: None

See Attached Item Below: Robb’s Director’s report with corrected county funding amount.

**Library Director Report for the July 16, 2020 Meeting of the Smyth County Board of Library Trustees.**

**1. Since the last Board meeting, we have received the respective monetary amounts our funding agencies have designated for the Library for FY 2021. The county ($660,000) and the Town of Saltville ($22,100) have level funded us. The Town of Chilhowie gave us an increase of $2,000 to $24,542. The Town of Marion reduced our funding a little over $9,000. Our appeal to the State Library for a waiver granting us state aid was approved provisionally, allowing us to receive $164,007.**

**2. These monetary numbers have been used both to prepare tentative budgetary documents required by the State Library of Virginia for us to receive state aid. Those documents have been completed and will be submitted this week.**

**3. As the final numbers for FY 2020 are imminent, I expect a finalized, proposed budget to be completed and shared with this Board well before the end of July. This should give ample time for review before the August meeting, in anticipation of amendment/approval at that time.**

**4. The Marion Town Council opted to withhold its committed 4th Quarter payment to us because our doors were closed to the public. This week, I was contacted by the Town to ask our current operational and employment status, for the Council is reviewing whether its Community Partners will be receiving their scheduled payments. I provided this information, emphasizing that we have been providing services throughout the Corvid crisis and library staff have showed tremendous creativity and effort during this difficult time.**

**5. The recent uptick in local Corvid cases delayed our opening to the public, but each location has come up with plans for that eventual time. Scheduled appointments will be made for computer, printing, and fax services. In the meantime, curbside services have been expanded.**

**6. Our annual E-Rate federal subsidy for Internet services has been delayed due to the Corvid crisis, but our application is now in the review phase. We are continuing to participate in the State Library’s program that helps streamline the complicated E-Rate process.**

**7. The most recent pay period was the first for our new Direct Deposit payments. This will make things more efficient and allow for Staff to have access to their payment information and check stubs via an online account.**