**SMYTH COUNTY PUBLIC LIBRARY**

**BOARD OF TRUSTEES MEETING**

**Thursday, July 15, 2021**

**5:30 p.m., Smyth County Public Library, Marion Main Library**

**Marion, VA 24354**

**CALL TO ORDER:**

The regular meeting of the Smyth County Library Board of Trustees was held on Thursday, July 15th, 2021, at the Smyth County Public Library, Marion Main Library. Trustees present: Margaret Linford, Nellie Harmon, Patton Graham, Tom Copenhaver, Christin Long and Donna Rupard-Greer. Director Rose Likins and staff members Tracey Reed, Bryon Johnson, Rita Copenhaver and Sheila Johnson were present. Teresa Tuggle with Lawhorn was also present. The meeting was called to order by Margaret Linford at 5:30 pm.

**WELCOME/INTRODUCTION:**

Margaret welcomed everyone to the meeting.

**AGENDA ADDITIONS:**

Margaret Linford added Election of Officers for the SCPL Board of Trustees to the agenda after public/guest remarks.

**PUBLIC/GUEST REMARKS:**

No Public Remarks

 **ELECTION OF OFFICERS:**

Margaret Linford called for nominations to elect officers to the Board of Trustees. Tom Copenhaver made a motion of acclamation to reelect current officers.

The motion PASSED by the following vote:

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

NAYS: None

ABSTAINERS: None

ABSENT: Heather Colley

**APPROVAL OF MINUTES:**

Tom Copenhaver moved to accept the minutes as presented. Christin Long seconded the motion.

The motion PASSED by the following vote:

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

NAYS: None

ABSTAINERS: Patton Graham

ABSENT: Heather Colley

 **APPROVAL OF DISBURSEMENTS:**

Teresa Tuggle from Longhorn was present for any questions. 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 Christin Long to accept the July disbursements.

The motion PASSED by the following vote:

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

NAYS: None

ABSTAINERS: None

ABSENT: Heather Colley

 **FINANCIAL REPORT:**

Rose Likins reported the SCPL is in good standing. Budget is over in some areas but well under in other areas. After a discussion of closing out financial services from Lawhorn CPA Group, the Board of Trustees requested for Teresa Tuggle change wording in final letter, last paragraph, to read differently from Lawhorn’s template letter. Teresa agreed to change the wording and remove the statement that “Management has elected to omit substantially….”. Management of SCPL will not be changing the financials as reported by Lawhorn CPA Group.

**DIRECTOR’S REPORT:**

Rose Likins presented the Board of Trustees with her written Director’s report. Rose gave an updated report on the opening of the library: All Branches are opening without appointments. Patron traffic has increased in all locations. She has focused on closing the fiscal year and getting the payroll system set up. She has attended meetings and research for grants and website redesign. Rose has also worked on finalizing and implementation of the new logo.

Outreach Services and Summer Reading Programs continue with “excellent participation.” The management team has started work on the new collection development policy for SCPL. The Paytime System will start up in August for the staff’s timekeeping. All department heads have been provided with specific allocation of funding for their departments. Rose plans to attend meetings throughout the county. The Strategic Planning Retreat has been facilitated by LVA and will be held August 21.

**OLD BUSINESS:**

Tracy Reed gave an update on the Summer Reading Program. The programs are going well and experiencing strong participation. She has started plans for serving schools in the Fall. All branches are doing will with programming and seeing lots of patrons. She is looking forward to continuing to serve the community.

Rose Likins continues to work on grant applications: ARPA, Emergency Connectivity Grants.

The Strategic Planning Retreat will be held August 21, 2021. All assessment meetings have been scheduled and or completed by the Board, Director, and Staff. SCPL is prepared for the assessments to be reviewed by LVA.

**NEW BUSINESS:**

New Business continued with Rose presenting the board with the plan for a full reopening in August. She reviewed days and hours all branches would be open.

**CLOSED SESSION:**

Margaret Linford read the following as a motion to go into closed session: Closed Session Code of Virginia, Section 2.2-3711 to discuss **A.7 Legal** matters.

Patton Graham seconded the motion.

The motion PASSED by the following vote:

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

NAYS: None

ABSTAINERS: None

ABSENT: Heather Colley

Coming out of Closed Session, Margaret Linford read the following as the certification as to what was discussed in Closed Session and Christin Long seconded:

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

NAYS: None

ABSTAINERS: None

ABSENT: Heather Colley

**LOCATION/TIME OF NEXT MEETING:**

The next regular meeting will be held on September 16, 2021 at 5:30 PM in Chilhowie at the SCPL Chilhowie Branch, Chilhowie, VA

**ADJOURNMENT:**

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

The motion PASSED by the following vote:

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

NAYS: None

ABSTAINERS: None

ABSENT: Heather Colley