**SMYTH COUNTY PUBLIC LIBRARY**

**BOARD OF TRUSTEES MEETING**

**Thursday, July 25, 2019**

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

**Chilhowie, VA 24319**

**CALL TO ORDER:**

The regular meeting of the Smyth County Library Board of Trustees was held on Thursday, July 25th, 2019, at 5:30 pm at the Chilhowie Public Library. Trustees present were Deanie Dimick, Jane Tate, Rick Blevins, and Iris Worley. Robb Farmer, Library Director, and Helen Conley, Secretary, were also in attendance.

**WELCOME/INTRODUCTION:**

The meeting was called to order by Rick Blevins at 5:38 pm and he welcomed everyone to the meeting. He acknowledged the attendance of Byron Johnson, Heather Carter, and Kris Sheets. Rick stated that there was Closed Session business to be handled and he would like to move that up on the Agenda between the Public Comment and Approval of the Minutes sections.

**AGENDA ADDITIONS:**

Rick asked if there were any additions to the Agenda and Jane stated that they had just received it. Rick acknowledged this and said that discussion could be had on anything that anyone wanted to talk about. There were no additions to the agenda; however there was a motion made by Iris Worley to move the Closed Session up the agenda between the Public Comment and the Approval of the Minutes sections and then to adopt the Agenda. This motion was seconded by Deanie Dimick.

The motion PASSED by the following vote:

AYES: Deanie Dimick, Jane Tate, Iris Worley, and Rick Blevins.

NAYS: None.

ABSTAINERS: None.

ABSENT: None.

**PUBLIC/GUEST REMARKS:**

Rick opened the floor for public comment and acknowledged Byron Johnson. Byron stated that he had come to the meeting in case there were any questions by the Board about the packets that he had previously delivered. Rick stated that there had been discussion about the packet and that they will continue with the subject and Robb would relay any information necessary back to him. Rick thanked him for coming.

Kris Sheets stated that she and Heather Carter were just glad to survive Summer Reading. Rick congratulated them on their success and said he had heard nothing but good things about the programs.

There being no other comments or speakers, Rick asked for a motion to go into Closed Session.

Closed Session:

A motion was made by Deanie Dimick, with a second by Jane Tate, to enter into closed session under 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.

The motion PASSED by the following vote:

AYES: Rick Blevins, Iris Worley, Jane Tate, and Deanie Dimick.

NAYS: None.

ABSTAINERS: None.

ABSENT: None.

A motion was made by Jane Tate, with a second by Deanie Dimick, 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: Rick Blevins, Iris Worley, Jane Tate, and Deanie Dimick.

NAYS: None.

ABSTAINERS: None.

ABSENT: None.

**Note: The pause on the recorder had cut itself off by the time the closed session was completed. The Secretary tried to forward through the previous part of the meeting to continue recording at the end, but ended up having to start a second file. The meeting continued while the Secretary was trying to fix the recorder.**

After coming out of closed session Deanie Dimick stated that she would like to make a motion to obtain emergency Acct. services to assist with the close out of fiscal year 2019 and to continue with the procurement of Acct. services going forward. A second was made by Iris Worley.

The motion PASSED by the following vote:

AYES: Deanie Dimick, Jane Tate, Iris Worley, and Rick Blevins.

NAYS: None.

ABSTAINERS: None.

ABSENT: None.

**APPROVAL OF MINUTES FROM PREVIOUS MEETING:**

Jane Tate asked about her previous question concerning a misc. cash amount of $1972.00 and Nancy Smith’s question concerning a Capital Expenditure for $6305. Robb stated he didn’t have that answer yet. She also asked about a clarification of the remainder of a cd that was thought to be left over in the amount of $40,000. Robb stated that he did not have that information but hopes to by the next meeting.

Robb stated that at the last meeting that Jane Tate had asked about the presence of Judy Wyant (the current Financial Officer at the time). Robb said that he had answered the question poorly and misspoke and did not mean to imply that Judy did not want to come to the meeting.

Rick asked for a motion to accept the minutes from the two previous meetings with the correction noted and a notation that the answers to the previous questions to be provided at the next meeting. A motion was made by Jane Tate to approve the minutes from the April 4, 2019 and May 9, 2019 meetings with a second by Deanie Dimick.

The motion PASSED by the following vote:

AYES: Deanie Dimick, Jane Tate, Iris Worley, and Rick Blevins.

NAYS: None.

ABSTAINERS: None.

ABSENT: None.

**APPROVAL OF DISBURSEMENTS:**

Robb suggested that maybe the approval of disbursements be tabled until the report from the Accountant that is hired to look over the financials is presented. Rick asked if there were any questions that anyone had and to take some time to look over the papers provided. Jane Tate asked about the Smyth County Public Library Acct. Analysis saying under cash that we have a balance of (94,016.35) \*. Robb stated that the funds in the General Fund did not appear to “equate” and that was one of reasons why seeking a close-out accountant was necessary to help make sure that the numbers are accurate.

\*(Note – This amount was for the July 30th projected analysis and not the year end analysis for closing out of the previous fiscal year)

Everyone agreed that it was best to not adopt the information as stated until an outside accountant could be brought in to clarify the information. Deanie asked about the timeline to move forward. Robb stated he would like to hire the outside close-out accountant by the first of the week and get the report as expediently as possible. As soon as he has the information, he will send it out to the Board and he hopes to have it by the next meeting.

Jane Tate also asked about the Amazon charge and that there needed to be a breakdown given of what that was. She noted that had been talked about before. Robb agreed and discussed that item were not put into the system by item, but by type according to Ms. Lowe. He stated that Ms. Lowe would like to change to putting in by item and not by type.

A discussion was had about possibly approving more than one month of disbursements at the next meeting.

Jane asked if Convergence took the place of Centurylink and Robb explained that it took the place of our previous phone system/equipment not the actual phone service. Robb also stated that the amount listed could possibly be less depending on how many lines we actually need.

Rick stated that the person that is hired to go over the financials should come to the next meeting to go over his/her findings.

**DIRECTOR’S REPORT:**

Robb noted all the things that the Friends of the Library groups have been doing.

Chilhowie – Contributed funds and labor to the Summer Reading Program, reported library information to the Town Council, continued ongoing book sale, and attended the Chilhowie Old Schoolhouse Renovation Committee Meeting.

Marion - Held several book sales during the summer.

Saltville – Contributed funds in support of the Summer Reading Program.

Robb was interviewed by the Smyth County News about the changes and it was published in the July 24th edition.

Long time employees Linda Routh and Judy Wyant retired at the end of June. All of their hard work and efforts are appreciated and will be missed.

The Library held a recognition dinner at Hungry Mother Restaurant in honor of long term staff that retired or left the library. 44 people attended. In addition to library staff and family, representatives of each Friends group; all funding agencies; and the Chamber of Commerce were invited.

The 2019 Summer Reading Program ran from June 1 – July 31st. All locations had offered programs for all different ages.

Adult programming is improving. Amber Combs has taken over the Adult Programming in Marion and it is doing a great job.

Robb attended the Chilhowie Town Council meeting on July 11th and thanked them for their continued financial and service support.

All reference and computer services in Marion have been moved to the upstairs area. The downstairs has been cleared to provide more space for programming, like the Thursday Summer Reading family events. Offices have been rearranged to provide more efficient use of space. Some collection areas have been relocated. Some shelving units and furniture have also been rearranged.

Robb discussed the rearrangement of the computer area. He discussed the coffee station that went live on July 15th and the progress of the drink machines.

Chilhowie has been moving and adding additional shelving.

Saltville has also relocated furniture and is making plans to move/remove computers and tables to increase available space.

Robb and Heather attended the Chilhowie Old Schoolhouse Renovation Committee annual meeting. Unsolicited by Robb or Heather, the committee made a recommendation to expand library space and /or provide more library control of the building. Robb volunteered to serve on the group’s Board of Directors.

Robb also reported on the new wellness center in Saltville expecting to partner with Kris at the Saltville Branch to allow her space in the building that they are renovating.

**BOARD OF SUPERVISOR’S REPORT:**

Rick Blevins didn’t have anything to report, but did state that the new member of the Board of Trustees should be appointed by the Board of Supervisors by the next meeting.

**OPEN ISSUES:**

Budget:

Robb stated that the budget can’t be finalized until the financials are clarified but that he did now know the numbers from each town and the county. SCPL was level funded from Smyth County (660,000), Chilhowie (21,532), and Saltville (21,100). There was a $5,000 cut from the Town of Marion (33,500).

We have received the first payment from the State and have finished the required paperwork to submit to the State as to how that money will be spent.

Robb stated that by moving all the services upstairs that we should be able to save $40,000 in payroll. Jane asked him to explain that. Robb explained that would work by saving paying someone to cover the hours that our full time Reference person was not present. With that area being upstairs, the circulation staff will cover those evening hours.

Employee Handbook (Position Changes/Descriptions):

No information was discussed at this meeting.

 Library Rearrangement/Plans:

Discussed above in Director’s report.

Safety/Emergency Plan:

Sheriff Chip Shuler came to the library and discussed active shooter training. Chilhowie and Saltville will also have training at an upcoming time.

Holiday Schedule:

A new holiday schedule was approved by the Board by email. This will be updated in the ILS and sent out to employees.

**NEW BUSINESS:**

Statistics:

Due to Summer Reading being a success, the statistics should be up.

Location/time of next meeting:

The next meeting will be in Saltville on August 8th, at 5:30 pm in the Saltville Town Hall.

Before adjournment, Rick Blevins complimented Nancy Smith’s previous service. He discussed that she was also the Vice Chair and that position needs to be replaced. He also state his position would be replaced before the end of December and wanted to encourage the other current members to agree to be the Chair. Deanie suggested that maybe we should have more members. Jane Tate asked if the member replacing Rick would be replaced by a Board of Supervisor’s member. Rick said that would be up to the Board. Jane stated she felt that it would be very helpful to have 7 members on the Board. The other members decided to take some time to think it over.

Rick went on to state that in no way does he or any other Board of Supervisor’s member support the harassment and bullying that tactics that have been going on recently. He apologized that people have to go through it.

Adjournment:

A motion was made by Jane Tate, with a second by Deanie Dimick, to adjourn the meeting.

The motion PASSED by the following vote:

AYES: Rick Blevins, Iris Worley, Jane Tate, and Deanie Dimick.

NAYS: None.

ABSTAINERS: None.

ABSENT: None.