**SMYTH COUNTY PUBLIC LIBRARY**

**BOARD OF TRUSTEES MEETING**

**Thursday, September 12, 2019**

**5:30 p.m., Copenhaver Meeting Room**

**Marion, VA 24354**

**CALL TO ORDER:**

The regular meeting of the Smyth County Library Board of Trustees was held on Thursday, September 12, 2019, at 5:30 pm in the Copenhaver Meeting Room at the Marion Branch. 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 5:30 pm, and he welcomed everyone to the meeting.

**AGENDA ADDITIONS:**

A motion was made to accept the agenda with the addition of Director’s Notes (added to New Business after A. Library Financial Status and Budget) by Iris Worley with a second by Jane Tate.

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. Linda Routh and Judy Wyant, former employees, and Aaron Hopkins all spoke on different subjects. Aaron Hopkins asked if he would get answers if he spoke or if a conversation would be had. Rick stated that public time was for people to come forward and have an opportunity to express their opinions and that after it closed, the meeting would continue as normal. If he stayed, however, he may well get the answers he was looking for.

As there were no other persons wishing to speak, Rick closed the public comment time.

**NEW BUSINESS:**

1. **Library Financial Status and Budget:**

Mr. Mike Albano from Albano & Associates came forward to discuss the financial reports. Mr. Albano stated that the library has 2 different ledgers (not 2 different set of books): the General Ledger and the Memorial Book Fund. He first handed out a Statement of Financial Position as of June 30, 2019 and 2018, and explained that it was like a Balance Sheet for the library. He also included an Income Statement covering the financial position for the years 2019 and 2018. He clarified that the numbers on these sheets would not agree with the audit numbers because the Book Fund was not combined on that statement. The adjustments the auditors made were recorded, but they were recorded in 2 different ledgers. He said not to be alarmed that the information is not right. Jane Tate asked what happened to the CD. Mr. Albano stated that it went into the bank account and then out to different payables. Jane inquired if the automation cost had totaled $89,000. Mr. Albano stated that he didn’t know. Rick Blevins proposed that if he had understood correctly, then we should be able to get that information from the software. Mr. Albano said that knowing what all was considered automation, one could indeed pull that from the system. Rick went on to contend that if the software we have is good and that if we have someone sufficiently trained on it, that person should be able to get the correct reports. Mr. Albano affirmed that the data is there, and if someone understands it, they should be able to get the right reports from it. Rick questioned the report that showed the cash as being (94,016.35) and asked if Mr. Albano could explain that amount being shown. Jane noted that this was from a July Account Analysis statement given at a previous meeting. Mr. Albano stated that there were transactions either not recorded or not recorded correctly. Rick asked what Mr. Albano meant by data recorded “incorrectly” and requested he give more information on that subject. Mr. Albano said there would be a trail to that data which would be able to explain. Rick requested he send that information to Robb to then be sent out to the board members. Helen stated that she knew which report it was and would get that information to Robb to give to Mr. Albano. Mr. Albano explained that they were working with us to get the information ready for the auditors. Rick asked if anyone else had any questions for the year ending June 30, 2019. No one did, but Jane and Deanie commented that the information given was very helpful.

Discussion moved on to the July 31, 2019 vs July 31, 2018 Statement of Financial Position. Jane asked if Mr. Albano knew what the miscellaneous income was. He stated that he didn’t, but he could find out if she wanted. Jane said she did. There was more discussion and concern about the expenses and revenues. Rick asked if anyone had any further questions concerning July 2019. No one did, but Jane again stated how helpful Mr. Albano’s explanation/papers were.

Rick asked Mr. Albano if he recommended combining the 2 ledgers. Mr. Albano stated that he wouldn’t be in a rush until it was clear what was needed to be accomplished.

Discussion moved on to August 2019 vs August 2018, possibly showing each group of months vs the previous year’s numbers going forward. The August report showed that approximately $5,000 more was spent in 2019 vs 2018.

Deanie Dimick asked about there being 2 lines for Salary (Librarian and Asst.’s Salary). Mr. Albano stated that he thought one belonged to the Director and the other to everyone else. There was other discussion about salary related expenses.

Moving forward to help get a budget presented to the Board of Trustees, Albano & Associates will take the information from 2016-2018 and put it in an Excel spreadsheet to see how it has been trending for the past years.

Discussion turned to calling a special meeting to discuss the budget before the next regular meeting. A motion was made by Jane Tate, with a second by Iris Worley, that as soon as Mr. Albano can work out the numbers and Robb and staff can put through a budget, a specially called meeting will be had to discuss and adopt the 2019-20 budget.

The motion PASSED by the following vote:

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

NAYS: None.

ABSTAINERS: None.

ABSENT: None.

There was a brief explanation of contractual services and what should be covered by which agency. Rick asked for a breakdown of what comprised the contractual services. There was a request to possibly have contractual services broken down into more recognizable areas (ex., IT person under Computers, etc). There was also a brief discussion about what comprises supplies.

1. **Director’s Report:**

Robb discussed the Friends groups contributions to the branches. Work study students have been hired in all locations. Children ages 4 & 5 can now get library cards. The new phone systems in Marion are working well. The Marion branch has “adopted” a new E & H student. Bids have been received for long term accounting services as well as for service/equipment contracts for the Saltville copier. Robb will be attending the Virginia Public Library Director’s Fall meeting in Richmond from Sept. 18 – 20th.

Rick commented on the Period ending June 30, 2019 concerning line items or Salaries and Benefits, and that those percentages that are budgeted need to be looked at carefully going forward.

Jane asked if each department head got a copy of the budget and Robb said that everyone would.

Rick then moved to discussion about new officers. Rick stated that at the next regular meeting, the new members should be present.

**LOCATION/TIME OF NEXT MEETING:**

The next regular meeting will be held on October 10th at 5:30pm at the Chilhowie branch in one of the meeting rooms.

 **ADJOURNMENT:**

A motion was made by Jane Tate, with a second by Iris Worley, 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.