**SMYTH COUNTY PUBLIC LIBRARY**

**BOARD OF TRUSTEES MEETING**

**Thursday, September 16, 2021**

**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, September 16, 2021, at the Chilhowie Public Library. Trustees present were Tom Copenhaver, Nellie Harmon, Christin Long, and Margaret Linford. Director Rose Likins and staff members Helen Conley, Tracey Reed, Kris Sheets, Sheila Johnson, and Heather Carter were present as well. Trustees Donna Rupard-Greer, Patton Graham, and Heather Colley were absent. The meeting was called to order by Margaret Linford at 5:30 pm.

**WELCOME/INTRODUCTION:**

Margaret welcomed everyone to the meeting.

**AGENDA ADDITIONS:**

There were no additions to the agenda. Tom Copenhaver moved to accept the agenda as given, with a second by Christin Long.

The motion PASSED by the following vote:

AYES: Nellie Harmon, Margaret Linford, Christin Long, and Tom Copenhaver.

NAYS: None

ABSTAINERS: None

ABSENT: Patton Graham, Heather Colley, and Donna Rupard-Greer.

**PUBLIC/GUEST REMARKS:**

Chilhowie Branch Manager, Heather Carter, spoke about the 9/11 exhibit that she placed in the gym and the upcoming collaboration with the Apple Festival where patrons could win an iPad. She also noted that she will continue doing story times outside at the Farmer’s Market area.

**APPROVAL OF MINUTES:**

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

The motion PASSED by the following vote:

AYES: Nellie Harmon, Margaret Linford, Christin Long, and Tom Copenhaver.

NAYS: None

ABSTAINERS: None

ABSENT: Patton Graham, Heather Colley, and Donna Rupard-Greer.

**APPROVAL OF DISBURSEMENTS:**

The Trustees looked at the disbursements from July and August. A brief discussion was had and then Nellie Harmon made a motion to accept the July disbursements of $88,196.27 and the August disbursements of $90,606.56. Christin Long seconded the motion.

The motion PASSED by the following vote:

AYES: Nellie Harmon, Margaret Linford, Christin Long, and Tom Copenhaver.

NAYS: None

ABSTAINERS: None

ABSENT: Patton Graham, Heather Colley, and Donna Rupard-Greer.

**REVIEW OF FINANCIAL REPORTS**

**A brief discussion was had about the financial reports.**

**DIRECTOR’S REPORT:**

Rose Likins presented her director’s report. She discussed items including the upcoming Auditor visit, the start of the category 2 Erate installation, and an update on the elevator. She also discussed the cataloging reports for July and August, an upcoming Kiwanis Club presentation, and how popular the Playaways have been.

**OLD BUSINESS:**

**Strategic Planning Next Steps**

Rose distributed a plan for moving forward with the Strategic Planning for the library. She suggested making a Strategic Planning committee that would give a quarterly report to the whole BOT. She also stated that we would strive to get as many of the essential items done as possible. She reported that Staff has a chance to work with the Harwood Institute for leadership training. This will be provided by the Library of Virginia free of charge for us.

**Covid Status**

The library system has gone back to requiring masks for patrons even if they have been fully vaccinated. Story times will continue to be outside and/or offsite to help keep exposure risk at a minimum.

**Grants Update**

We will be using the ARPA to update the website and to purchase some of the Wi-Fi hotspots that we will be using for our Hotspot Lending Program. The other hotspots and devices will be paid for through the ECF program. We are currently waiting for the General Assembly to move forward with the necessary paperwork.

Heather had applied for a NASA program grant, but we were denied. She did get very good feedback from the grant committee.

**NEW BUSINESS:**

Rose discussed having the Personnel Committee meeting in October to review the new handbook she has been working on with the HR company. She hopes to have the committee review the handbook and report to the Board so that the new handbook will be ready to go effect January 1, 2022.

**CLOSED SESSION:**

Margaret Linford read the following as a motion to go into closed session: 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.

Tom Copenhaver seconded the motion.

The motion PASSED by the following vote:

AYES: Nellie Harmon, Margaret Linford, Christin Long, and Tom Copenhaver.

NAYS: None

ABSTAINERS: None

ABSENT: Patton Graham, Heather Colley, and Donna Rupard-Greer.

Coming out of Closed Session, Margaret Linford read the following as the certification as to what was discussed in Closed Session and Tom Copenhaver 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: Nellie Harmon, Margaret Linford, Christin Long, and Tom Copenhaver.

NAYS: None

ABSTAINERS: None

ABSENT: Patton Graham, Heather Colley, and Donna Rupard-Greer.

**LOCATION/TIME OF NEXT MEETING:**

The next regular meeting will be held on October 21st at 5:30 PM at the Saltville Wellness Center’s meeting room.

**ADJOURNMENT:**

A motion was made by Christin Long with a second by Nellie Harmon to adjourn the meeting.

The motion PASSED by the following vote:

AYES: Nellie Harmon, Margaret Linford, Christin Long, and Tom Copenhaver.

NAYS: None

ABSTAINERS: None

ABSENT: Patton Graham, Heather Colley, and Donna Rupard-Greer.