**SMYTH COUNTY PUBLIC LIBRARY**

**BOARD OF TRUSTEES MEETING**

**Thursday, January 20, 2022, at 5:30 P.M.,**

**Smyth County Public Library, Chilhowie Branch**

**Chilhowie, VA 24319**

 **CALL TO ORDER:**

The regular meeting of the Smyth County Library Board of Trustees was called to order on Thursday, January 20, 2021, at the Smyth County Public Library, Chilhowie Branch, Marion, VA. Trustees present Margaret Linford, Nellie Harmon, Tom Copenhaver, and Donna Rupard-Greer. Christin Long and Patton Graham arrived at the time of the Directors Report. Director Rose Likins and staff members Helen Conley, Tracey Reed, Sheila Johnson, and Heather Carter were present. The meeting was called to order by Margaret Linford at 5:31 pm.

**WELCOME/INTRODUCTION:**

Margaret welcomed everyone to the meeting. Margaret informed the board the Saltville District board appointment, Tracy Prater, decided not to be a member on the Board of Trustees. The Saltville District will seek another appointment.

**AGENDA APPROVAL:**

There were no additions to the agenda. Donna Rupard-Greer moved to accept the agenda as given, with a second by Tom Copenhaver.

The motion PASSED by the following vote:

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

NAYS: None

ABSTAINERS: None

ABSENT: Patton Graham, Christin Long

**PUBLIC/GUEST REMARKS:**

Heather Carter, Chilhowie Branch Manager, reported to the board the Town of Chilhowie installed a new roof on the building that houses the Chilhowie Branch Library. She also reported the new signs directing people to the Chilhowie Branch Library have been installed on Highway 11. Heather also reported she wireless access points have been installed in the building to improve the ability to have meetings and programs throughout the building.

 A**PPROVAL OF MINUTES:**

Tom Copenhaver moved to accept the minutes as presented. Nellie Harman seconded the motion.

The motion PASSED by the following vote:

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

ABSTAINERS: None

NAYS: None

ABSENT: Patton Graham, Christin Long

 **APPROVAL OF DISBURSEMENTS:**

Sheila Johnson was present for any questions concerning disbursements. Margaret Linford, Chairperson, asked if there were any issues. Discussed disbursements as listed on report.

A motion was made by Tom Copenhaver with a second by to accept the December disbursements by Nellie Harmon.

The motion PASSED by the following vote:

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

NAYS: None

ABSTAINERS: None

ABSENT: Patton Graham, Christin Long

 **FINANCIAL REPORT:**

The financial report looks in good standing. Rose requested a Budget Committee Meeting to be scheduled for reviewing and reallocating moneys in categories of budget.

**DIRECTOR’S REPORT:**

Rose Likins presented the Board of Trustees with her written Director’s report. Rose reported 50 Wi-Fi hot spots have been activated and filtered along with 25 tablets. These items can only be loaned if the internet is not available at the patron’s home. Rose explained the fees and agreements that go along with checking out these items. The dashboard controls the service and filters. All requirements of the grant for this project have been met.

Rose updated the board about the COVID Test availably. Currently the VA Department of Health is out of COVID Test. Rose reported the VDH is in hopes to resume the service soon. Once the tests are available the shipments will be regulated to once a week. She also informed the board about the vaccination events to be held at all 3 library branches in February partnering with the Mt. Roger Health District.

Formal evaluations have been completed. Rose feels they have been helpful and positive for the library. During the month of February Rose and the staff will begin setting goals and objectives for each staff member for the coming year.

Rose reported the library’s van repairs are complete.

**OLD BUSINESS:**

The Grant Implementation Progress Report – Wi-Fi Hotspots and Tablets are ready for check out. There will be a press release in the newspaper. The website is expected to be ready February 2022.

The Strategic Plan Update was made available on a worksheet to the board. Conversations with the community and those we serve.

**NEW BUSINESS:**

New Business continued with preparation of FY 2022-2023 Budget Request. Rose reported the year would be tighter without the COVID Grants this coming year. She is working on the budget and requested a Budget Committee Meeting the first week of February.

Appalachian Regional Commission Planning Grant Application – the library will be requesting the Smyth County serve as the applicant for the grant to study the renovation or building of a Saltville Branch. The money will be a 50/50 match. Rose and Margaret and Kris will be attending the Smyth County Board of Supervisors meeting January 27, 2022, to request support for this effort.

**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.

Donna Rupard-Greer seconded the motion.

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: None

Coming out of Closed Session, Margaret Linford read the following as the certification as to what was discussed in Closed Session and Nellie Harman 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 public 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, Nellie Harmon, Patton Graham, Christin Long, and Donna Rupard-Greer

NAYS: None

ABSTAINERS: None

ABSENT: None

**LOCATION/TIME OF NEXT MEETING:**

The next regular meeting will be held on February 17, 2022, at 5:30 PM in Saltville at the SCPL Saltville Branch, Saltville, VA

**ADJOURNMENT:**

A motion was made by Patton Graham, with a second by Nellie Harmon to adjourn the meeting.

The motion PASSED by the following vote:

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

NAYS: None

ABSTAINERS: None

ABSENT: None.