**SMYTH COUNTY PUBLIC LIBRARY**

**BOARD OF TRUSTEES MEETING**

**Thursday, January 21, 2021**

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

**Marion, VA 24354**

**CALL TO ORDER:**

The regular meeting of the Smyth County Library Board of Trustees was held on Thursday, January 21st, 2021, in the Copenhaver Meeting Room at the Marion Public Library. Trustees present were Tom Copenhaver, Donna Rupard-Greer, and Margaret Linford were present in person, while Christin Long, Jim Paine, Heather Colley attended virtually with Patton Graham being absent. Tracey Reed, staff member, was also present, with Director Rose Likins and Helen Conley, staff were in attendance online as well as Teresa Tuggle from Lawhorn. The meeting was called to order by Margaret Linford at 5:32 pm.

**WELCOME/INTRODUCTION:**

Margaret welcomed everyone to the meeting.

**AGENDA ADDITIONS:**

Margaret requested to add a Budget Committee report and to speak a moment on the Board of Trustees Handbook. Donna Rupard-Greer made a motion to accept the agenda with the additions and Tom Copenhaver seconded.

The motion PASSED by the following vote:

AYES: Tom Copenhaver, Donna Rupard-Greer, Jim Paine, Heather Colley, and Margaret Linford.

NAYS: None

ABSTAINERS: None

ABSENT: Patton Graham, Christin Long

**PUBLIC/GUEST REMARKS:**

No guests were present at the meeting.

**APPROVAL OF MINUTES:**

Tom Copenhaver moved to accept the previous minutes as received with a second by Donna Rupard-Greer.

The motion PASSED by the following vote:

AYES: Tom Copenhaver, Donna Rupard-Greer, Jim Paine, Heather Colley, and Margaret Linford.

NAYS: None

ABSTAINERS: None

ABSENT: Patton Graham, Christin Long

**APPROVAL OF DISBURSEMENTS:**

A discussion was had about the disbursements. Questions were answered by Teresa Tuggle from Longhorn.

A motion was made by Tom Copenhaver with a second by Christin Long to accept the December disbursements in the amount of $80,195.39.

The motion PASSED by the following vote:

AYES: Tom Copenhaver, Donna Rupard-Greer, Jim Paine, Heather Colley, Christin Long and Margaret Linford.

NAYS: None

ABSTAINERS: None

ABSENT: Patton Graham

**DIRECTOR’S REPORT:**

Rose Likins presented her Director’s report. She discussed the Covid situation at the Marion location. Tests were taken and negative tests were received. An update on vaccines for staff was given. Also reported was that the Bibliostat for 2019-2020 was completed and was accepted. She also spoke about the Elevator situation and the revised 2020-2021 budget.

Tom Copenhaver asked if Rose had investigated the PPP loans. Teresa Tuggle discussed the information that she had found concerning the loan process.

Tom Copenhaver moved for Teresa Tuggle to move forward with the process of filing for the PPP loans on behalf of the library. Donna Rupard-Greer seconded the motion after getting some clarification from Teresa about making sure the library can fulfill the necessary requirements.

The motion PASSED by the following vote:

AYES: Tom Copenhaver, Donna Rupard-Greer, Jim Paine, Heather Colley, Christin Long and Margaret Linford.

NAYS: None

ABSTAINERS: None

ABSENT: Patton Graham

**OPEN ISSUES:**

1. **Status of Covid issues**

Rose Likins will give her criteria for reopening to the Board at the February meeting.

1. **Status of 990 for SCPL**

Helen Conley reported that the 990 has been completed and filed.

**NEW BUSINESS:**

1. Revised budget for 2020-21

Rose Likins highlighted some of the changes she made and her thought processes behind how she revised the budget. She spoke about adding more to digital collections, some needed updating to fixtures, computers, and other items.

Donna Rupard-Greer made a motion to accept the revised budget for 2020-2021 with a second by Christin Long.

The motion PASSED by the following vote:

AYES: Donna Rupard-Greer, Jim Paine, Heather Colley, Christin Long and Margaret Linford.

NAYS: None

ABSTAINERS: Tom Copenhaver

ABSENT: Patton Graham

1. Budget Committee Report

Margaret Linford spoke about the Budget Committee meeting with Teresa Tuggle from Lawhorn. She detailed items that was covered by the agreement and what was not.

1. Trustee Handbook

Margaret Linford spoke briefly about all the trustees needing to read the handbook and specifically pointed out some sections that warranted looking at. She also noted that she hoped that at each meeting some of the handbook could be discussed.

**CLOSED SESSION:**

Tom Copenhaver read the following as a motion to go into closed session:

Closed Session (If Necessary): 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. (**A.7 Legal** was not being discussed.)

Donna Rupard-Greer seconded the motion.

The motion PASSED by the following vote:

AYES: Donna Rupard-Greer, Jim Paine, Heather Colley, Christin Long, Tom Copenhaver, and Margaret Linford.

NAYS: None

ABSTAINERS:

ABSENT: Patton Graham

Coming out of Closed Session, Donna Rupard-Greer read the following as the certification as to what was discussed in Closed Session:

**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 certification PASSED by the following vote:

AYES: Donna Rupard-Greer, Jim Paine, Heather Colley, Christin Long, Tom Copenhaver, and Margaret Linford.

NAYS: None

ABSTAINERS:

ABSENT: Patton Graham

**LOCATION/TIME OF NEXT MEETING:**

The next regular meeting will be held on February 18th at 5:30 PM at the Chilhowie Public Library.

**ADJOURNMENT:**

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

The motion PASSED by the following vote:

AYES: Donna Rupard-Greer, Jim Paine, Heather Colley, Christin Long, Tom Copenhaver, and Margaret Linford.

NAYS: None

ABSTAINERS:

ABSENT: Patton Graham