**SMYTH COUNTY PUBLIC LIBRARY**

**BOARD OF TRUSTEES MEETING**

**Thursday, November 14, 2019**

**5:30 p.m., Saltville Town Meeting Room**

**Saltville, VA 24370**

**CALL TO ORDER:**

The regular meeting of the Smyth County Library Board of Trustees was held on Thursday, November 14, 2019, at 5:30 pm in the Saltville Town Meeting Room. Trustees present were Deanie Dimick, Jane Tate, Rick Blevins, and Iris Worley. Carole Greer was absent. 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.

**AGENDA ADDITIONS:**

A motion was made to accept the agenda by Jane Tate with a second 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: Carol Greer.

**PUBLIC/GUEST REMARKS:**

There were no guest or public remarks.

**APPROVAL OF MINUTES:**

The August minutes were moved to be adopted at the December meeting.

Iris Worley moved to adopt the September minutes with the removal of the emails previously attached to the minutes. Deanie Dimick seconded the motion.

The motion PASSED by the following vote:

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

NAYS: None.

ABSTAINERS: None.

ABSENT: Carol Greer.

Jane Tate made a motion to adopt the October minutes with a second 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: Carol Greer.

**APPROVAL OF DISBURSEMENTS:**

A motion was made by Iris Worley to adopt the September Disbursements in the amount of $87,367.72. Deanie Dimick seconded the motion.

The motion PASSED by the following vote:

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

NAYS: None.

ABSTAINERS: None.

ABSENT: Carol Greer.

Iris Worley made a motion, with a second by Deanie Dimick to adopt the October Disbursements in the amount of $83,230.04.

The motion PASSED by the following vote:

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

NAYS: None.

ABSTAINERS: None.

ABSENT: Carol Greer.

It is noted that there were some comments made about still having some “Misc” expenses that need to be addressed. Also noted is the request to have the contractual services more clearly named and placed in more specific areas to help clarify their purpose.

**BOARD OF SUPERVISORS’ REPORT:**

Rick discussed his leaving the Board in January and how the next person might be chosen.

**DIRECTOR’S REPORT:**

Robb discussed how the Friends groups of each branches have been helping as well as the October programming. Robb will be meeting with Marion Police Chief John Clair to discuss programming partnerships. Jonathan Burchett represented the Library at the Chamber of Commerce Breakfast and showed students around all three branches for Student Government Day. Robb noted that we are looking to establish a partnership with local veteran and military groups for a series of talks. The Library will also be participating in all three town Christmas Parades and also possibly Sugar Grove’s. Robb noted that our 2021 State Aid award is estimated to be $2300 less than this year. The annual report for the State Library is being finalized and will be submitted this month. We will also be involved with the Census program and Broadband Initiative.

A discussion was had about how up-to-date the computers are.

**OPEN ISSUES:**

1. **Library Financial Status and Budget:**
2. **Collection Development & Programming Allocations**

Chilhowie and Saltville have both been allocated $22,080 for Collection Development, which is higher than last year. Marion has $53,000 to divide amongst the different collections. Staff may move the money around as needed. Staff will get a monthly report to see where they stand.

1. **Audit**

The audit is ongoing, but the Auditors have asked for very little extra. Robb does not expect it to take long for the audit to be finished.

1. **Bank Accounts**

The bank account at Highlands Union has been closed and the $300 therein has been put in the Memorial Fund. The Bank of Marion has the Memorial Account with which we are working. Chilhowie BB&T has a CD for the yearly scholarship totaling $15,000. A discussion was had about possibly updating the scholarship requirements. Additionally, there is a checking account (General Fund) at Wells Fargo.

A discussion was had about the importance of the financial statements being completed sooner and possibly using online banking to try speeding up the process.

A discussion was also had about what constitutes the misc. income. The Board will be provided with a list of counter services amounts to help identify some of the misc. income.

1. **Contractual Services**
2. **IT Contractor**

Josh Whitt is now working on a flat rate without any overage charges.

1. **Photocopier Leases**

Chilhowie and Saltville have new copiers. Marion has one lease left.

1. **Short Term Accounting Services**

Albano & Associates have been very helpful and responsive with moving the financials forward.

1. **Long Term Accounting Services Selection**

Long-term accounting services will mostly assist with possible oversights and reporting to the Board. A motion was made by Jane Tate to accept the bid from Albano & Associates for long-term accounting services. Deanie Dimick seconded the motion.

The motion PASSED by the following vote:

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

NAYS: None.

ABSTAINERS: None.

ABSENT: Carol Greer.

**NEW BUSINESS:**

1. **Personnel:**
2. **Finance Office Personnel Change**

Ann Lowe was moved to full-time November 1st, 2019.

1. **Staff Evaluations/Position Descriptions**

Staff evaluations will be completed by the end of January. This will include having staff work on current job descriptions.

1. **5-Year Comparison of Staff Compensations**

Robb anticipates that this will also be ready by the end of January.

1. **Staff Spotlights**

Robb will send out questions that staff will use to help the public learn what we each do.

1. **Programming**

Programming was discussed in the Director’s report. Kris also discussed how programming opens up partnerships with other companies.

1. **Statistics**

A discussion was had on how the people count is computed.

**At this time, the future Chair and Vice Chair were voted upon.**

Jane Tate nominated Deanie Dimick to be the Chair Person of the Board of Trustees starting January 1, 2020. Iris Worley seconded the motion.

The motion PASSED by the following vote:

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

NAYS: None.

ABSTAINERS: Deanie Dimick.

ABSENT: Carol Greer.

Jane Tate then nominated Iris Worley to be the Vice Chair Person of the Board of Trustees starting January 1, 2020. Deanie Dimick seconded the motion.

The motion PASSED by the following vote:

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

NAYS: None.

ABSTAINERS: Iris Worley

ABSENT: Carol Greer.

**CLOSED SESSION:**

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

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

NAYS: None.

ABSTAINERS: None.

ABSENT: Carole Greer.

**LOCATION/TIME OF NEXT MEETING:**

The next regular meeting will be held on December 12 at 5:30pm at the Marion branch in Copenhaver Meeting Room.

**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: Carole Greer.