**SMYTH COUNTY PUBLIC LIBRARY**

**BOARD OF TRUSTEES MEETING**

**Tuesday, October 16, 2018**

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

**Marion, VA 24370**

**CALL TO ORDER:**

The regular meeting of the Smyth County Library Board of Trustees was held on Tuesday, October 16th, 2018 at the Marion Public Library. Trustees present were Rick Blevins, Deanie Dimick, Nancy Smith, and Jane Tate. Staff in attendance were Robb Farmer, Library Director, and Helen Conley, Secretary. Absent was Iris Worley.

**WELCOME/INTRODUCTION:**

The meeting was called to order by Rick Blevins at 5:35 pm. Mr. Blevins welcomed everyone to the meeting. He introduced Jane Tate as Mr. Burton’s replacement and welcomed her to the Board. He asked if there were any items that needed to be added to the agenda before moving to public comment.

**AGENDA ADDITIONS:**

Nancy Smith suggested a discussion on background checks for new hires. A motion was made to adopt the agenda with the addition by Deanie Dimick and seconded by Nancy Smith.

The motion PASSED by the following vote:

AYES: Rick Blevins, Nancy Smith, Deanie Dimick, Jane Tate.

NAYS: None.

ABSTAINERS: None.

ABSENT: Iris Worley

**PUBLIC/GUEST REMARKS:**

Rick Blevins opened the floor for public comment. Kris Sheets, Branch Manager for Saltville Public Library, requested that the December meeting be in Saltville to coincide with their Christmas Open House.

**APPROVAL OF MINUTES FROM MEETING:**

Two sets of minutes needed to be approved – June and August. A motion was made by Deanie Dimick to approve the June minutes with a second by Nancy Smith.

The motion PASSED by the following vote:

AYES: Rick Blevins, Nancy Smith, Deanie Dimick, Jane Tate.

NAYS: None.

ABSTAINERS: None.

ABSENT: Iris Worley.

A motion was made by Nancy Smith to approve the August minutes with a second by Deanie Dimick.

The motion PASSED by the following vote:

AYES: Rick Blevins, Nancy Smith, Deanie Dimick, Jane Tate.

NAYS: None.

ABSTAINERS: None.

ABSENT: Iris Worley.

**APPROVAL OF DISPURSEMENTS:**

The August, September, and October disbursements were discussed. A conversation was had about purchasing storage buildings for possibly all branches to eliminate the storage unit payment. A request was made to have individual contractor work more specifically displayed by separate lines on the disbursements. The Board also requested specifics on items purchased with the credit cards for amounts over $350.00 during the meetings. A motion was made by Nancy Smith to approve all three months of disbursements for August-September 10th, 2018 of $57,627.49 and September 11th – October 2nd, 2018 of $73,252.05 with a second by Deanie Dimick.

The motion PASSED by the following vote:

AYES: Rick Blevins, Nancy Smith, Deanie Dimick, Jane Tate.

NAYS: None.

ABSTAINERS: None.

ABSENT: Iris Worley.

**DIRECTOR’S REPORT:**

Robb Farmer reported that all 3 Friends groups have been very active and supportive of the libraries. Robb arranged a Columbus Day Staff appreciation luncheon at Sister’s Café in Marion. A representative from all 3 Friend’s groups and Nancy Smith also attended. All branches have had many activities throughout the previous months with lots more to come.

Robb attended the Virginia Libraries Association meeting, as well as the Virginia Public Library Director’s Association meeting in Williamsburg, VA. He attended many different meetings given. He made contacts with vendors and staff from other libraries.

He purchased $1,499.99 worth of eBooks to be used on Overdrive for the Southwest Virginia group. Books purchased covered youth books, classics, hands on, coding, and graphic novels.

A discussion was had about the first collaboration with Lincoln Theater in Marion and another upcoming collaboration in October – The Rocky Horror Picture Show. Encouraging costumes, dancing, and singing. Donations will be accepted for entrance.

The ILS system is working very well in conjunction with the new website. CC acceptance and wireless printing is still being worked on. Robb also commented on the October Fine Forgiveness and how people have been using this and coming back to the Library.

**BOARD OF SUPERVISOR’S REPORT:**

Rick reintroduced Jane Tate whose was chosen at the last BOS meeting. He stated that Robb also attended the meeting and gave a presentation.

**OPEN ISSUES:**

Employee Handbook:

Members were given a copy of the pay scale steps and the reworked staff job descriptions. Robb went through the previous job descriptions and updated them to reflect the changes that have occurred since some staff retirements and new full-time positions have happened. A request was made for a list of all FT/PT positions (anonymously) with the person’s years of experience to be given to the Board at the next meeting. Section 3 personnel will be discussed at the November meeting.

2018-2019 Budget:

2018-19 proposed budget totaling $1,015,181 with a $121,000 contingency was discussed. The budget shown this night was slightly higher due to the State having a bit more money to give. Discussion of additions to cost of salary/capital expenditures. There was also a discussion of future health insurance options availability.

Audit:

The auditors were here about a week ago and we should be getting close to getting the 2018 audit finished.

Position Changes/Descriptions:

Four full-time positions were added as of September 1st, 2018. Linda Dean will be retiring on December 20th, 2018. Other positions were changed to help shift around responsibilities of the staff that either retired or quit. Cross-training will be utilized. We are moving to more preprocessed items so that when books, etc. arrive they are mostly shelf ready. We are also looking at leasing items that are preprocessed from Baker & Taylor.

**NEW BUSINESS:**

Programming:

Flyers from all branches were handed out for upcoming programming. We have been utilizing Facebook boost to help get programming information out to a larger public area.

Statistics:

Statistics were distributed and discussed.

Agenda Additions:

Background checks for new employees was discussed. During this time, Jane Tate asked if there were any courses or training available for persons who were going to be on a Board of Trustees for libraries. She said that she would like to go to such training and would be happy to pay for the training herself.

Location/time of next meeting:

The next meeting will be in Chilhowie on Thursday, November 8th at 5:30pm.

Adjournment:

A motion was made by Jane Tate, with a second by Deanie Dimick, to adjourn the meeting.

The motion PASSED by the following vote:

AYES: Rick Blevins, Nancy Smith, Deanie Dimick, Jane Tate.

NAYS: None.

ABSTAINERS: None.

ABSENT: Iris Worley.