**SMYTH COUNTY PUBLIC LIBRARY**

**BOARD OF TRUSTEES MEETING**

**Thursday, December 13th, 2018**

**6:00 p.m., Saltville Town Council Meeting Chambers**

**Saltville, VA 24370**

**CALL TO ORDER:**

The regular meeting of the Smyth County Library Board of Trustees was held on Thursday, December 13th, 2018 at the Saltville Town Council Meeting Chambers. Trustees present were Rick Blevins, Deanie Dimick, and Iris Worley. Robb Farmer, Library Director, and Helen Conley, Secretary, were also in attendance.

**WELCOME/INTRODUCTION:**

The meeting was called to order by Rick Blevins at 6:00 pm. Mr. Blevins welcomed everyone to the meeting. Rick acknowledged the presence of Roscoe Call from the Board of Supervisors and thanked him for his support and also thanked Kris Sheets (also in attendance) for all of her hard work and community involvement.

He asked if there were any items that needed to be added to the agenda before moving to public comment.

**AGENDA ADDITIONS:**

Added to the agenda was a discussion of the 2018 Library Survey, just recently completed.

**PUBLIC/GUEST REMARKS:**

Rick Blevins opened the floor for public comment. Francis J. Copenhaver, Jr. (Joe) and his wife, Karen, were present. Mr. Copenhaver is the Treasurer of the Frederick and Eve Phillippi Copenhaver Memorial Fund. He presented information for the members of the Board about the history of the donation made to establish the Southwest Virginia Heritage Library. He asked for information concerning the possible movement of the collection. Robb addressed the possibility of moving the collection from the current area due to the current lack of room to expand the collection were it is. The concern of the family being included in the plans was also addressed. The Copenhavers were invited to come by any time to view the suggested location for the possible move and were encouraged to contact Robb with any concerns and questions.

Roscoe Call also thanked the Board for all of their service and noted that he had only heard good things from his constituents.

**APPROVAL OF MINUTES FROM PREVIOUS MEETING:**

A motion was made by Deanie Dimick to approve the minutes from the October 16th meeting with the previously requested corrections with a second by Iris Worley.

The motion PASSED by the following vote:

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

NAYS: None.

ABSTAINERS: None.

ABSENT: Jane Tate and Nancy Smith.

A motion was also made by Deanie Dimick to approve the minutes from the November 8th meeting with a second by Iris Worley.

The motion PASSED by the following vote:

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

NAYS: None.

ABSTAINERS: None.

ABSENT: Jane Tate and Nancy Smith.

**APPROVAL OF DISPURSEMENTS:**

The Expenditures dated October 31st, 2018 were looked at and there being no questions or comments a motion was made by Iris Worley and seconded by Deanie Dimick to approve the Expenditures.

The motion PASSED by the following vote:

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

NAYS: None.

ABSTAINERS: None.

ABSENT: Jane Tate and Nancy Smith.

The Purchase Disbursements November 19th, 2018 - December 3rd, 2018 and the General Fund Statement dated October 31st, 2018 were looked at and a motion to accept the disbursements in the amount of $20,736.78 and the financial statement as presented was made by Deanie Dimick and seconded by Iris Worley.

The motion PASSED by the following vote:

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

NAYS: None.

ABSTAINERS: None.

ABSENT: Jane Tate and Nancy Smith.

Deanie Dimick noted that the Board would need to look at the insurance information soon. Rick discussed the time frame and said we would need to have the discussion in January to make adjustments if approved.

**DIRECTOR’S REPORT:**

Robb discussed that all 3 of the Friends Groups have been busy.

The Saltville Friends have paid for several programs and for the new storage building that was put up. Including the building, the Friends have contributed approx. $7000.00 this year to help the Saltville Library.

The Chilhowie Friends paid for a large scale dinner in honor of Mrs. Linda Dean’s retirement at the Riverfront. Rick noted that Mrs. Dean was his teacher in high school and that he has known her and her husband for a very long time and nicer people cannot be found.

The Marion Friends contributed deserts from Sister’s Cafe to the Marion staff’s Christmas potluck and also provided lotions for each staff member as a gift. The Friends also sponsored Santa’s visit by purchasing books for the children and taking pictures.

Robb participated in all three town’s Christmas parades. The van was decorated with magnets for Christmas and had signs for each location.

Robb also stated that we are now very close to implementing the preprocessed material ordering and are working on the book leasing program.

**BOARD OF SUPERVISOR’S REPORT:**

Rick had nothing to report at this meeting

**OPEN ISSUES:**

Audit:

Rick Blevins received the Audit this morning and passed out copies. This will be discussed at the January meeting. Rick stated that there is a finding sheet at the end and that the 2018 audit was much cleaner than the two previous audits.

Employee Handbook (Position Changes/Descriptions):

Everyone was given a copy of the modified/current job descriptions to be looked at and then discussed further at the January meeting. Robb gave a brief discussion of the new breakdown. Robb has also changed all full time staff aside from Maintenance to exempt status. Also discussed was the previous need for part time staff and that this has been cut back drastically.

Library Rearrangement/Plans

Largely spoken about in the Public remarks, but in addition to that discussion, the Marion branch has also moved periodicals over to where the movies were and moved the movies to the location where the periodicals were. Boxed sets and Blu-rays have been intertwined with the regular DVDs.

**NEW BUSINESS:**

Programming:

Flyers from all branches were handed out for upcoming programming.

Statistics:

The 2018 Library Survey and the November stats were handed out and discussed. The Library Survey is required by the Library of Virginia every year. Robb expressed thanks to the Financial Department, Tod Owens, and Helen Conley for gathering all the information necessary for this report.

Agenda Additions:

There were no agenda additions.

Location/time of next meeting:

The next meeting will be in Marion on January 10th, at 5:30 pm in the Copenhaver Meeting Room.

Closed Session:

A motion was made by Deanie Dimick, 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, and Deanie Dimick.

NAYS: None.

ABSTAINERS: None.

ABSENT: Jane Tate and Nancy Smith.

A motion was made by Deanie Dimick, 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 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: Rick Blevins, Iris Worley, and Deanie Dimick.

NAYS: None.

ABSTAINERS: None.

ABSENT: Jane Tate and Nancy Smith.

Adjournment:

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

The motion PASSED by the following vote:

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

NAYS: None.

ABSTAINERS: None.

ABSENT: Jane Tate and Nancy Smith.