**SMYTH COUNTY PUBLIC LIBRARY**

**BOARD OF TRUSTEES MEETING**

**Thursday, December 19th, 2020**

**5:30 p.m., Marion Public Library/Microsoft Teams**

**Marion, VA 24354**

**CALL TO ORDER:**

The regular meeting of the Smyth County Library Board of Trustees was held on Thursday, December 19th, 2020, in the Copenhaver Meeting Room at the Marion Public Library and with some trustees attending online. Trustees present were Tom Copenhaver, Donna Rupard-Greer, Margaret Linford, Jim Paine, Heather Colley, and Christin Long. Patton Graham was absent. Rose Likins, Director, Tracey Reed, and Helen Conley, staff members, were also in attendance. The meeting was called to order by Margaret Linford at 5:37 pm.

**WELCOME/INTRODUCTION:**

Margaret welcomed everyone to the meeting including Teresa Tuggle from Lawhorn and Emily Viers (remotely) from Robinson, Farmer, Cox Associates.

**AGENDA ADDITIONS:**

There were no additions to the agenda.

**APPROVAL OF MINUTES:**

Tom Copenhaver moved to adopt November 13th meeting minutes with a second by Donna Rupard-Greer.

The motion PASSED by the following vote:

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

NAYS: None

ABSTAINERS: None

ABSENT: Patton Graham

**PUBLIC/GUEST REMARKS:**

As there were no members of the public present, Margaret moved on to approving the disbursements.

**APPROVAL OF DISBURSEMENTS:**

A discussion was had about the disbursements. Questions were answered by Teresa Tuggle from Longhorn, as well as Helen Conley.

A motion was made by Tom Copenhaver with a second by Christin Long to accept the November disbursements of $66,394.06.

The motion PASSED by the following vote:

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

NAYS: None

ABSTAINERS: None

ABSENT: Patton Graham

A discussion was had about procedures for filing, the timing of when the financial statements were arriving to the BOT members, last year’s state aid, and misc. income.

**DIRECTOR’S REPORT:**

Rose Likins discussed her first few weeks with the Smyth County Public Library system. She also noted various projects that each location is working on to continue to engage with the public. She also discussed the library elevator and the search for an Accounting Dept. person. A budget revision is forth coming, and Rose also commented on creating written policies and procedures.

**OPEN ISSUES:**

**Audit Update**

Emily Viers from Robinson, Farmer, Cox Associates discussed the audit with the BOT members.

**LOCATION/TIME OF NEXT MEETING:**

The next regular meeting will be held on January 21st at 5:30 PM at the Saltville Public Library.

**ADJOURNMENT:**

A motion was made by Tom Copenhaver, with a second by Christin Long, to adjourn the meeting.

The motion PASSED by the following vote:

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

NAYS: None

ABSTAINERS: None

ABSENT: Patton Graham