**SMYTH COUNTY PUBLIC LIBRARY**

**BOARD OF TRUSTEES MEETING**

**Thursday, February 21, 2019**

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

**Chilhowie, VA 24319**

**CALL TO ORDER:**

The regular meeting of the Smyth County Library Board of Trustees was held on Thursday, February 21, 2019, at 5:30 pm at the Chilhowie Public Library. Trustees present were Rick Blevins, Deanie Dimick, Jane Tate, Nancy Smith, 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 5:35 pm. Mr. Blevins welcomed everyone to the meeting.

**AGENDA ADDITIONS:**

There were no additions to the agenda. A motion was made by Nancy Smith to approve the agenda as presented with a second by Iris Worley.

The motion PASSED by the following vote:

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

NAYS: None.

ABSTAINERS: None.

ABSENT: None.

**PUBLIC/GUEST REMARKS:**

Rick Blevins opened the floor for public comment. There were no public comments.

**APPROVAL OF MINUTES FROM PREVIOUS MEETING:**

A motion was made by Deanie Dimick to approve the minutes from the January 10, 2019 meeting with a second by Nancy Smith.

The motion PASSED by the following vote:

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

NAYS: None.

ABSTAINERS: None.

ABSENT: None.

**APPROVAL OF DISPURSEMENTS:**

The disbursements (Salary for Dec 2018 & January 2019 together with Accounts Payable for January 16 – February 7, 2019) totaling $167,241.89 were looked at and Jane Tate asked a question about Creative Product Source, Inc and what were the “promotionals” that were listed under that heading. Robb explained that those items were pencils, lolly-pops, etc., that are items that the Library gives away. Nancy Smith then asked a question about the amount of postage that was budgeted for the year and how it was used. Robb stated it was used for ILLs, overdue notices, correspondence, etc. Other discussion was had concerning salary costs and budget totals.

Being there were no further questions or comments a motion was made by Jane Tate and seconded by Deanie Dimick to approve the Expenditures.

The motion PASSED by the following vote:

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

NAYS: None.

ABSTAINERS: None.

ABSENT: None.

**DIRECTOR’S REPORT:**

Robb gave a presentation to the Afternoon Rotary Club that went very well. Robb is looking into various avenues of revenue. The Marion Friends group purchased a bench for the front of the Library. The Saltville Friends group helped pay for some of the expanded programming that was held. Robb didn’t have any specifics for the Chilhowie Friends but commented on the continued book sale. Robb also commented that he would be asking the Friends groups to possibly help with some upcoming group programming. Robb will be going to the VA Public Library Director’s meeting in April as well as a Director’s Bootcamp they will be having. Preprocessing is moving along, and the kinks are getting worked out.

**BOARD OF SUPERVISOR’S REPORT:**

Rick reported that the County starts their budget process on the first of March and will be advertised in the paper around the end of April.

**OPEN ISSUES:**

Health Insurance:

A general discussion was had about health insurance. A motion was made by Iris Worley to continue with the 80% payment of the employee part, but also added the option for staff to add a plus 1 or family, but the employee had to cover the cost on their own. A second was made by Nancy Smith.

The motion PASSED by the following vote:

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

NAYS: None.

ABSTAINERS: None.

ABSENT: None.

Budget:

A general discussion was had on the budget. Robb has made our funding requests to the Towns and the County. He is looking into other revenue streams such as upping some of the printing costs, possibly charging for “non-public” use of the meeting rooms, and co-sponsoring events with other groups. He also stated that we will be looking for some grant opportunities going forward.

 Audit:

Robb stated that the 990 form has been submitted. The fine retraction is still pending. Nancy asked if we had changed everything that needed to be changed. Robb stated with the implementations from the last meeting, all had been met. Nancy asked about the background checks. A discussion was had about the types of background checks (**see Employee Handbook area below**) that were available to be used.

Jane Tate stated that she called the auditors about the audit section that discussed a $97,000 deficit which was caused by a situation with the VRS Retirement contribution and what current employees would draw in the future. There was a discussion about what this is apprised of and how this came about. An additional discussion was had about a balanced budget and concerns going forward.

 Closed Session:

A motion was made by Nancy Smith, 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.

The motion PASSED by the following vote:

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

NAYS: None.

ABSTAINERS: None.

ABSENT: None.

A motion was made by Nancy Smith, with a second by Deanie Dimick, 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, Jane Tate, Nancy Smith, and Deanie Dimick.

NAYS: None.

ABSTAINERS: None.

ABSENT: None.

Jane Tate needed to leave at this time.

 Employee Handbook (Position Changes/Descriptions):

Background checks were discussed **(discussed under Audit section in the audio)**. This will not apply to volunteers or Friends group members. A motion was made Nancy Smith that new hirers would be required to get a DSS and a fingerprint background check which they will have to pay for. A second was made by Iris Worley.

The motion PASSED by the following vote:

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

NAYS: None.

ABSTAINERS: None.

ABSENT: None.

Robb requested that all full-time employees to be classified as exempt going forward (if they qualify). This will cover any incidental times that employees may be needed outside of the normal range of hours for out of the ordinary situations like meetings or help with programs. Nancy Smith made the motion to move forward with this and a second was made by Deanie Dimick.

The motion PASSED by the following vote:

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

NAYS: None.

ABSTAINERS: None.

ABSENT: Jane Tate.

 Library Rearrangement/Plans:

At the April meeting in Marion, the Board will take a tour concerning the new rearrangements. The Chilhowie storage building will be delivered soon and that will facilitate more rearranging in the upstairs Marion reading areas. Robb is also getting bids on turning a portion of the parking lot area by Legal Aid into a grassy area for outside programming.

**NEW BUSINESS:**

Agenda Additions:

There were no agenda additions; however, the Crisis Plan will need to be put back on future agendas, so it can be revisited.

Personnel Changes:

Rick Blevins asked if anyone would like to be the Chairman of the Board going forward.

Programming:

Flyers from all branches were handed out for upcoming programming. Robb also discussed two future system wide programs. The first is scheduled for April 6th and is a Team Trivia night in Chilhowie. Team registration is $20.00. There will be 2-4 teams and there will be 7 rounds of competition.

The second that Robb would like to have is a pro-wrestling match possibly at the beginning of the summer that coincides with the start of Summer Reading.

Statistics:

A general discussion was held about statistics. Deanie asked for totals to be added to the statistic sheet. Robb also discussed the volume of in-transit item.

Location/time of next meeting:

The next meeting will be in Saltville on March 14, at 5:30 pm at the Town Hall. If school is closed – the meeting will be postponed and rescheduled.

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, Iris Worley, Nancy Smith, and Deanie Dimick.

NAYS: None.

ABSTAINERS: None.

ABSENT: Jane Tate.