**SMYTH COUNTY PUBLIC LIBRARY**

**BOARD OF TRUSTEES MEETING**

**Thursday, May 20th, 2021**

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

**Chilhowie, VA 24619**

**CALL TO ORDER:**

The regular meeting of the Smyth County Library Board of Trustees was held on Thursday, May 20th, 2021, at the Chilhowie Branch Library. Trustees present were Margaret Linford, Nellie Harmon, Patton Graham, and Donna Rupard-Greer. Director Rose Likins and staff members Helen Conley, Tracey Reed and Shelia Johnson were present. The meeting was called to order by Margaret Linford at 5:34 pm.

**WELCOME/INTRODUCTION:**

Margaret welcomed everyone to the meeting and welcomed Lynn Pease, President of the Chilhowie Friends of the Library and Heather Carter, Chilhowie Branch Manager.

**AGENDA ADDITIONS:**

There were no additions to the agenda. Patton Graham moved to accept the agenda as given, with a second by Donna Rupard-Greer.

The motion PASSED by the following vote:

AYES: Donna Rupard-Greer, Margaret Linford, Patton Graham, and Nellie Harmon

NAYS: None

ABSTAINERS: None

ABSENT: Heather Carter, Christin Long, Tom Copenhaver

**PUBLIC/GUEST REMARKS:**

Lynn Pease spoke on behalf of the Friends of the Library of Chilhowie. The group had their first book sale in conjunction with the Farmers Market in Chilhowie. They try to plan this event on Saturdays along with the Farmers Market. The Friends have limited space so would like to sell as many books as possible. The Library Board can assist the Friends in recruiting new members to join. Heather Carter would like to see the sales continue and the work the Friends do was noted by Chairperson, Margaret Linford.

**APPROVAL OF MINUTES:**

Patton Graham moved to accept the minutes as presented. Donna Rupard-Greer seconded the motion.

The motion PASSED by the following vote:

AYES: Donna Rupard-Greer, Margaret Linford, Patton Graham, and Nellie

NAYS: None

ABSTAINERS: None

ABSENT: Heather Carter, Christin Long, and Tom Copenhaver

**APPROVAL OF DISBURSEMENTS:**

Teresa Tuggle from Longhorn was present for any questions. Margaret Linford, Chairperson, asked if there were any issues. The April disbursements were discussed. Questions about unemployment, electricity, gas, and underspending were explained and correct.

A motion was made by Patton Graham with a second by Donna Rupard-Greer to accept the May disbursements.

The motion PASSED by the following vote:

AYES: Donna Rupard-Greer, Margaret Linford, Patton Graham, and Nellie Harmon

NAYS: None

ABSTAINERS: None

ABSENT: Heather Carter, Christin Long Tom Copenhaver

 **COMMITTEE REPORT:**

Personnel Committee met and discussed Human Recourses Group and was happy to get started. Human resources contractor HR Resolutions will be revising the library’s Personnel Policy.

**DIRECTOR’S REPORT:**

Rose Likins presented the Board of Trustees with her written Director’s report. Rose gave an updated report on the elevator and things are moving along. She spoke about the Trustees Workshop June 8, 2021 at 12PM-3PM. The training will be available online or at the library in the Copenhaver Room. Rose spoke positively about Hoopla. Rose reported on approval of E-rate. Rose turned the meeting to Heather Carter for a Chilhowie Report.

Heather Carter, Chilhowie Library Branch Manager, presented the ongoings of the Chilhowie Branch. She is working along with the Friends of the Library in Chilhowie and appreciates their services. Heather reported the Chilhowie Town Council has plans in the budget for a new roof on the building for next fiscal year.

Heather welcomed Nellie Harman as Board Member and thanked Mr. Jim Paine for his services to the library and to the Board of Trustees. She also reported more people are coming in the library and less curbside. She has received positive feedback on Hoopla. Heather is also continuing to work on getting a sign posted on Lee Highway to show the direction to the library. She reports things are going well in Chilhowie.

**OLD BUSINESS:**

The elevator repair plans have been updated and in directors report. Repairs will be handled.

The Summer Reading Program will begin. There will be a Street Dance on June 10, 2021. The programs will be smaller groups. Social distance will be followed, and masks are being worn until further notice.

**NEW BUSINESS:**

New Business continued with Rose presenting the board with a revised Internet Policy. The board voted to pass the revised policy so it may be posted on the website as required by the E -Rate Commission. This step brings the library into compliance with requirements to maintain funding. Margret Linford requested that the board to review and vote on approval of the revised policy.

A motion was made by Patton Graham with a second by Nellie Harman to accept the revised Internet Policy.

The motion PASSED by the following vote:

AYES: Donna Rupard-Greer, Margaret Linford, Patton Graham, and Nellie Harmon

NAYS: None

ABSTAINERS: None

ABSENT: Heather Carter, Christin Long Tom Copenhaver

The Director presented the Board of Trustees samples of different logos. The Board of Trustees reviewed the logos created by Darin Handy and requested that Rose and the library staff decide on the new logo.

**LOCATION/TIME OF NEXT MEETING:**

The next regular meeting will be held on June 17th, 2021 at 5:30 PM in Saltville. This is an in person meeting only due to lack of internet connection.

**ADJOURNMENT:**

A motion was made by Donna Rupard-Greer, with a second by Patton Graham to adjourn the meeting.

The motion PASSED by the following vote:

AYES: Donna Rupard-Greer, Margaret Linford, Patton Graham, and Nellie Harmon.

NAYS: None

ABSTAINERS: None

ABSENT: Heather Carter, Christin Long, and Tom Copenhaver