**SMYTH COUNTY PUBLIC LIBRARY**

**BOARD OF TRUSTEES MEETING**

**Thursday, August 8, 2019**

**5:30 p.m., Saltville Town Hall Meeting Room**

**Saltville, VA 24370**

**CALL TO ORDER:**

The regular meeting of the Smyth County Library Board of Trustees was held on Thursday, August 8th, 2019, at 5:30 pm at the Saltville Town Hall. Trustees present were Deanie Dimick, Jane Tate, Rick Blevins, and Iris Worley. Robb Farmer, Library Director, Helen Conley, Secretary, and Heather Carter (staff) were also in attendance.

**WELCOME/INTRODUCTION:**

The meeting was called to order by Rick Blevins at 5:37 pm, and he welcomed everyone to the meeting. Rick stated that there was Closed Session business to be handled that he would like to move that up on the Agenda between the Public Comment and Approval of the Minutes sections.

**PUBLIC/GUEST REMARKS:**

There were no guest or public remarks.

**AGENDA ADDITIONS:**

There were no additions to the agenda.

Closed Session:

A motion was made by Jane Tate, 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**: 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, Jane Tate, and Deanie Dimick.

NAYS: None.

ABSTAINERS: None.

ABSENT: None.

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;

 **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 public 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, and Deanie Dimick.

NAYS: None.

ABSTAINERS: None.

ABSENT: None.

**APPROVAL OF MINUTES FROM PREVIOUS MEETING:**

Jane Tate noted some corrections that needed to be made to the previous minutes.

The July 25, 2019 minutes stated: “Jane Tate asked about Nancy Smith’s question at a previous meeting concerning a misc. cash amount of $1972.00. Robb stated he didn’t have that answer yet. She also asked about a clarification of the remainder of a CD that was thought to be left over in the amount of $30,000. Robb stated that he did not have that information but hopes to by the next meeting.” **THEY HAVE BEEN CORRECTED TO READ:** “Jane Tate asked about her previous question concerning a misc. cash amount of $1972.00 and Nancy Smith’s question concerning a Capital Expenditure for $6305. Robb stated he didn’t have that answer yet. She also asked about a clarification of the remainder of a cd that was thought to be left over in the amount of $40,000. Robb stated that he did not have that information but hopes to by the next meeting.”

Also, under Approval of Disbursements from the previous minutes the paragraph reading:

“Jane Tate asked about the Smyth County Public Library Acct. Analysis saying under cash that we have a balance of (94,016.35). Robb stated that the funds in the General Fund did not appear to ‘equate’ and that was one of reasons why seeking a close-out accountant was necessary to help make sure that the numbers are accurate.” **HAS BEEN CORRECTED TO READ**: “Jane Tate asked about the Smyth County Public Library Acct. Analysis saying under cash that we have a balance of (94,016.35) \*. Robb stated that the funds in the General Fund did not appear to ‘equate’ and that was one of reasons why seeking a close-out accountant was necessary to help make sure that the numbers are accurate.

\*(Note – This amount was for the July 30th projected analysis and not the year end analysis for closing out of the previous fiscal year)

Jane Tate asked about the quote from the Convergence phone company. Robb stated we may be able to get a rebate if we didn’t get all the larger phones, but it would not be substantial.

Jane Tate also asked if Robb knew what the savings was on payroll for moving the Reference area upstairs. Robb stated that he did not know yet as they had just received the year end paperwork; Judy had previously quoted a savings of $40,000. Robb also stated that he had spoken with everyone before doing it and that was the savings amount that Judy had given.

A motion was made to adopt the minutes with the corrections requested by Iris Worley with a second by Deanie Dimick.

The motion PASSED by the following vote:

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

NAYS: None.

ABSTAINERS: None.

ABSENT: None.

**APPROVAL OF DISBURSEMENTS:**

Robb handed out the Account packet he received that afternoon at 4:30. Robb went on to explain that previous procedures differed from that of the current financial assistant or Albano accountants. Teresa Tuggle from Albano Associates had just that day been able to access the 2019 financial information.

A discussion was had about how more State money could be spent than received; this moved to talk about who ordered what and ordering process details. Rick stated that going forward, there needed to be a more precise way of order accounting, and he hopes that by the next meeting, a representative will be able to discuss our financial standing more accurately.

There was discussion about the Amazon and Visa card charges, spending procedure, and access to the cards.

Jane Tate asked for clarification about a purchase of 425.00 for equipment main local. Robb responded that he was not sure, but supplies are purchased largely twice a year. It was noted that specifics for purchases would be helpful to know in the future.

A discussion was had about the CD plans moving forward and possible strings attached. Talk turned to specific agreements concerning the library between the towns/county and the library: responsibility for different repairs, etc. Robb discussed various items that needed repair and suggested that certain library items not in a contract for other entities to cover could “piggy back” off county contracts like we are doing with the audit. Rick asked for a list to peruse to see what could be done. Deanie commented that we have a “Building Fund”; if important things need repair, such as the fire alarm, they should be fixed sooner rather than later.

Prepaids were discussed – prepaids are purchases like credits from Baker & Taylor and postage. On the balance sheet, cash on hand is listed as $36,681.98. Jane asked if that was a reasonable amount to have. Robb held that this was at the end of the year and that other money was starting to come in.

There was not an expenditure for the trustees to vote on.

Salary overages were discussed. Hours had been added to Chilhowie and Saltville for additional staffing and making the managers full time. Rick stated that when the person from Albano & Associates comes, hopefully they will be able to explain that data specifically and find solutions. Rick hopes their report will be clearer and more detailed.

Deanie asked about the total expenditures for July. Robb stated that the closeout for June was not completed due to the comptroller leaving two weeks prior and her successor’s inadequate training. Jane stated that Jason had also gone on vacation. Robb concurred there were several issues, such as Judy also taking a vacation. Jason said there wasn’t much documentation or a detailed succession plan for him or Ann Lowe. Deanie asked if the purchasing process allowed receipts to be collected and put in a spreadsheet for a total. Robb stated that we do have receipts. He apologized for not being more hands on; he said he would not leave it to others again. It was asked if payables are being paid. Robb affirmed payables and salary are being paid.

Jane asked about the expenditures and the previously mentioned CD. Robb expressed that it was not in the returned paperwork. It was explained that the $110,000 CD was cashed out and used. Jane stated that it was listed under the salary line and that Robb said last year there was money left over. Robb explained that was the case at the time. Robb was “led to believe there was more money left over earlier in the year than what [he] was told at the end of the year.” There was also a possibly misplaced $89,000 credit in misc. income, so we were not truly $90,000 in the hole. Discussion turned to what was needed to be had for the trustees by the next meeting, and it was stated that only necessary spending would be done until the financial information was clear.

Iris asked if anything had been done to the building that could be allocated to the Building Fund. Robb responded only $70.00 had been spent; it was reiterated that no spending be done before financials were updated. Jane and Deanie discussed the changing salaries for the new year. Jane asked for finite numbers on that. Robb stated those could be gotten.

**BOARD OF SUPERVISOR’S REPORT:**

The only thing Rick Blevins reported was that Bill Pugh was be recommended to replace Ms. Nancy Smith. He will be presented to the Board of Supervisors for voting on at the next meeting.

**OPEN ISSUES:**

Library Financial Status and Budget:

See above.

1. FY 2019 Closeout status

See above.

1. Long Term Accounting Bid Status

Robb stated that there will be three bids: Albano & Associates, Bostic Tucker out of Meadowview, and perhaps William “Corky” Sheet’s firm.

1. Development/Revenue Streams

Robb stated that Karen Groff has been looking for grant opportunities for the library but cannot move forward until the financial information is cleared up. Robb also asked about the governing items and bylaws for the new library to see if they were available. Rick stated that they were largely the same as the SBRL policies with some changes and additions. Jane asked for a copy for all trustees. Rick said that he would investigate getting those items.

Robb asked if the library or county owned the land that the building is on and proposed that in the worst-case scenario, it might be possible to sell the property at the rear. No one, including Robb, liked that idea. Possibly renting the DC Miller building was suggested and there will be a charge for meeting rooms going forward.

**NEW BUSINESS:**

Publicity and Social Media

Robb asked how the trustees wanted to handle future social media posts concerning the library and financial issues. The response was to ignore it until it became defamation that could be addressed by an attorney, in which case, a screenshot should be taken and brought to the board.

Contractual Service Issues

1. IT Contractor

Josh Whitt has an allotted 15 hrs. per month. We have been going over that for the last couple months. He has offered to go to a flat rate regardless of time for an additional $300 per month. The board said we should consider that once we have a grasp on the finances.

1. Photocopier Lease

Saltville’s photocopier lease is up in the next two months. Robb has gotten some bids for a replacement lease from Hungate and Sharpe. Iris suggested checking for a buyout option for the current copier and checking with RJ Young (used at E&H). This prompted a discussion of possibly revisiting all contracts that we have to see if we can get better offers.

Programming:

At a lull right now after the summer. There will be more upcoming soon.

Statistics:

Statistics were handed out.

Other Business:

Rick revisited the discussion of electing of a future chairperson, etc. This was postponed until the next meeting.

Jane also asked about background checks. Robb stated that he started with the Sheriff’s Department and it has moved to the State Police. It had been discussed before and needs to be done for new hires. We will use the Boy Scout/Girl Scout option for an employee overseeing for volunteers and Friends members. One will be needed for Ann Lowe and Karen Groff.

Location/time of next meeting:

The next meeting will be held on September 12th at 5:30pm at the Marion branch in the Copenhaver Meeting Room.

Adjournment:

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

The motion PASSED by the following vote:

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

NAYS: None.

ABSTAINERS: None.

ABSENT: None.