**SMYTH COUNTY PUBLIC LIBRARY**

**BOARD OF TRUSTEES MEETING**

**Thursday, September 17, 2020**

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

**Marion, VA 24354**

**CALL TO ORDER:**

The regular meeting of the Smyth County Library Board of Trustees was held on Thursday, September 17th, 5:30 pm at the Marion Public Library. Trustees present were Tom Copenhaver, Patton Graham, Margaret Linford, Donna Rupard-Greer, Jim Paine, Heather Colley, and Christin Long. Tracey Reed and Helen Conley, Co-Interim Directors, were also present.

**WELCOME/INTRODUCTION:**

The meeting was called to order by Tom Copenhaver at 5:30 pm and he welcomed everyone to the meeting.

**AGENDA ADDITIONS:**

Rita requested to speak earlier in the meeting. She was moved to Public Time to accommodate this request.

**PUBLIC/GUEST REMARKS:**

No one requested to speak. Rita gave a brief history of Outreach Services and an update on restarting the program since the Covid-19 closures. She has a target date of Oct. 1 for the first delivery.

Heather Colley spoke a little about herself. She is the new board member for Saltville.

 **APPROVAL OF MINUTES FROM PREVIOUS MEETING:**

Patton Graham moved to approve both sets of minutes (August 20th and September 1st). Donna Rupard-Greer seconded the motion.

The motion PASSED by the following vote:

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

NAYS: None.

ABSTAINERS: None.

ABSENT: None.

**APPROVAL OF DISBURSEMENTS:**

A discussion was had about the disbursements.. A motion was made by Donna Rupard-Greer to approve the disbursements in the amount of $48,252.88. It was seconded by Patton Graham.

The motion PASSED by the following vote:

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

NAYS: None.

ABSTAINERS: None.

ABSENT: None.

Discussion continued into the other financials provided by Longhorn CPA.

**DIRECTOR’S REPORT:**

Tracey Reed gave the Co-Interim Director’s report. Shawn Utt, the new County Administrator, toured the library. SCPL partnered with the schools (headed by Kelly Russell), to do a Library Card Drive at several of the schools. Four locations will be visited for the drive. DAR essay information was sent to schools. Curbside continues at all locations. Total circulation for all libraries was 3,000 items. Each branch is striving to do all they can to continue offering assistance to the community. Online programming also continues. Applications for the Director position have been posted.

Byron Johnson gave a report about 4 trees that need attention on the property. A copy of the report from Chris Thompson, Regional Forester – VA Dept. of Forestry is attached to these minutes.

Byron Johnson also gave a report about the fire inspection. He also wants to inquire about getting an electronic contact to control surges with the elevator.

Jim Paine moved to go ahead and remove the affected trees if it can be done for free. Tom Copenhaver seconded the motion.

The motion PASSED by the following vote:

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

NAYS: None.

ABSTAINERS: None.

ABSENT: None.

If it cannot be done for free, Byron Johnson is to get bids the service.

**OPEN ISSUES:**

Covid 19 – Reopening schedule; plan; personnel

The Co-Interim Directors discussed reopening and how to move forward. Patton Graham made a motion to approve the proposal to move forward and adjust as required. Donna Rupard-Greer seconded the motion.

The motion PASSED by the following vote:

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

NAYS: None.

ABSTAINERS: None.

ABSENT: None.

The targeted timeframe is late October/first of November.

**NEW BUSINESS:**

1. Election of Officers and Committee Appointments

Tom Copenhaver moved to appoint Margaret Linford to be the board Chair. Jim Paine seconded the motion.

The motion PASSED by the following vote:

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

NAYS: None.

ABSTAINERS: Margaret Linford

ABSENT: None

Tom Copenhaver moved that Patton Graham be appointed Vice-Chair. The motion was seconded by Jim Paine.

The motion PASSED by the following vote:

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

NAYS: None.

ABSTAINERS: Patton Graham

ABSENT: None

Christin Long nominated Donna Rupard-Greer be appointed Secretary. The motion was seconded by Jim Paine.

The motion PASSED by the following vote:

AYES: Tom Copenhaver, Margaret Linford, Jim Paine, Heather Colley, Christin Long, and Patton Graham.

NAYS: None.

ABSTAINERS: Donna Rupard-Greer

ABSENT: None

1. 2021 Tentative Budget

A budget discussion was had including how the budget should look. Margaret Linford made a motion to approve the tentative budget with the right to make amendments. Jim Paine seconded the motion.

The motion PASSED by the following vote:

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

NAYS: None.

ABSTAINERS:

ABSENT: None

1. Audit Fieldwork Schedule

Helen Conley gave information about the upcoming audit and that the fieldwork will start on Oct. 5th. Patton Graham wants the information of the person who actually did the audit and their contact information.

**CLOSED SESSION:**

Margaret Linford moved to go 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. Donna Rupard-Greer seconded the motion.

The motion PASSED by the following vote:

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

NAYS: None.

ABSTAINERS: None.

ABSENT: None.

A motion was made by Patton Graham read 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. Patton Graham made the motion that was so and Margaret Linford seconded the motion.

The motion PASSED by the following vote:

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

NAYS: None.

ABSTAINERS: None.

ABSENT: None.

Tom Copenhaver made the motion to make for employees non-exempt that were previously exempt, to comply with the Department of Labor changes. Patton Graham seconded the motion.

The motion PASSED by the following vote:

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

NAYS: None.

ABSTAINERS: None.

ABSENT: None.

A short discussion was had about what committees needed to be appointed and who would do so.

Location/time of next meeting:

The next meeting will be on October 15th at 5:30 in Marion. It will be held in the Copenhaver Meeting Room.

Adjournment:

A motion was made by Donna Rupard-Greer to adjourn the meeting. Tom Copenhaver seconded the motion.

The motion PASSED by the following vote:

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

NAYS: None.

ABSTAINERS: None.

ABSENT: None.