**SMYTH COUNTY PUBLIC LIBRARY**

**BOARD OF TRUSTEES MEETING**

**Thursday, August 20, 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, August 20, 2020, in the downstairs area of the Marion Public Library. It was also broadcast on Facebook Live. Trustees present were Iris Worley, Tom Copenhaver, Donna Rupard-Greer, Margaret Linford, and Jim Paine. Patton Graham was absent. Helen Conley, Secretary, was also in attendance. The meeting was called to order by Iris Worley at 5:30 pm

**WELCOME/INTRODUCTION:**

Iris welcomed everyone to the meeting.

**AGENDA ADDITIONS:**

There were no additions to the agenda; however, the closed session was moved to take place after the Public/Guest Remarks time.

**PUBLIC/GUEST REMARKS:**

Iris opened the floor to public comment. No one present wished to speak.

**CLOSED SESSION**

A motion was made by Margaret Linford to go into closed session: Code of Virginia, Section 2.2-3711: to discuss **A.1: Personnel Matters:** discussions, considerations, 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. Tom Copenhaver seconded the motion.

The motion PASSED by the following vote:

AYES: Tom Copenhaver, Donna Rupard-Greer, Iris Worley, Jim Paine, and Margaret Linford.

NAYS: None

ABSTAINERS: None

ABSENT: Patton Graham

**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 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.

A motion was made by Tom Copenhaver, with a second by Margaret Linford, to adopt the above resolution certifying the business conducted in closed session was as allowed.

The motion PASSED by the following vote:

AYES: Tom Copenhaver, Donna Rupard-Greer, Iris Worley, Jim Paine, and Margaret Linford.

NAYS: None

ABSTAINERS: None

ABSENT: Patton Graham

A motion was made by Tom Copenhaver, with a second by Donna Rupard-Greer that the decision made in closed session was to appoint Tracey Reed and Helen Conley as Co-Interim Directors until Nov. 1, 2020.

AYES: Tom Copenhaver, Donna Rupard-Greer, Iris Worley, Jim Paine, and Margaret Linford.

NAYS: None

ABSTAINERS: None

ABSENT: Patton Graham

Iris stated that the Director job posting was to be sent out by September 1st with a closing date of September 30th with the goal of hiring someone by November 1st. Margaret made the motion with a second by Tom Copenhaver.

The motion PASSED by the following vote:

AYES: Tom Copenhaver, Donna Rupard-Greer, Iris Worley, Jim Paine, and Margaret Linford.

NAYS: None

ABSTAINERS: None

ABSENT: Patton Graham

**APPROVAL OF MINUTES:**

Iris Worley moved to adopt the July minutes with a second by Donna Rupard-Greer.

The motion PASSED by the following vote:

AYES: Tom Copenhaver, Donna Rupard-Greer, Iris Worley, Jim Paine, and Margaret Linford.

NAYS: None

ABSTAINERS: None

ABSENT: Patton Graham

**APPROVAL OF DISBURSEMENTS:**

A discussion was had about prepayments for performers, contracts, and other financial items. Questions were answered by Teresa Tuggle from Longhorn.

A motion was made by Tom Copenhaver with a second by Jim Paine to accept both the June disbursements of $70,169.98 and the July disbursements of $70,576.45.

The motion PASSED by the following vote:

AYES: Tom Copenhaver, Donna Rupard-Greer, Iris Worley, Jim Paine, and Margaret Linford.

NAYS: None

ABSTAINERS: None

ABSENT: Patton Graham

**DIRECTOR’S REPORT:**

A report was submitted by each location concerning the happenings at each one. A brief discussion was had about the programs and statistics.

**OUTREACH REPORT:**

Margaret Linford gave a report on Outreach Services about working to get this service moving forward again.

A motion was made by Margaret Linford to bring Rita Copenhaver (29 hours) back to work to move forward with Outreach Services. Donna Rupard-Greer seconded the motion.

The motion PASSED by the following vote:

AYES: Donna Rupard-Greer, Iris Worley, Jim Paine, and Margaret Linford.

NAYS: None

ABSTAINERS: Tom Copenhaver (abstained from comment and vote)

ABSENT: Patton Graham

**OPEN ISSUES:**

**Covid-19- Reopening schedule; plan; personnel**

Reopening plans were discussed. It was decided to discontinue use of the meeting room for all groups.

Margaret Linford made a motion to continue curbside and re-evaluate at the next meeting. The motion was seconded by Tom Copenhaver.

The motion PASSED by the following vote:

AYES: Tom Copenhaver, Donna Rupard-Greer, Iris Worley, Jim Paine, and Margaret Linford.

NAYS: None

ABSTAINERS: None

ABSENT: Patton Graham

**NEW BUSINESS:**

1. **Election of Officers and Committee Appointments**

The board decided to table the election of officers and committee appointments until the next meeting.

1. **Report on FamilySearch Library Affiliate Status and Review of New Contract**

Margaret Linford discussed working to reaffiliate SCPL with FamilySearch.org. There will be a computer that is only designated for FamilySearch use.

Margaret Linford made a motion to sign the contract to reaffiliate SCPL with FamilySearch.org. Donna Rupard-Greer seconded the motion.

The motion PASSED by the following vote:

AYES: Tom Copenhaver, Donna Rupard-Greer, Iris Worley, Jim Paine, and Margaret Linford.

NAYS: None

ABSTAINERS: None

ABSENT: Patton Graham

There was further discussion about contracts and making sure all yearly, quarterly, and monthly items get done in a timely manner.

1. **2020 Financials & Closeout**

The auditors are tentatively coming in October.

1. **2021 Tentative Budget**

A discussion was had about the tentative budget and what was needed to make sure that the budget is in the black.

Margaret Linford moved to table the budget until the September meeting. Jim Paine seconded the motion.

The motion PASSED by the following vote:

AYES: Tom Copenhaver, Donna Rupard-Greer, Iris Worley, Jim Paine, and Margaret Linford.

NAYS: None

ABSTAINERS: None

ABSENT: Patton Graham

**LOCATION/TIME OF NEXT MEETING:**

The next regular meeting will be held on September 17th at 5:30PM at the Marion Public Library. Facebook Live will be used.

**ADJOURNMENT:**

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

The motion PASSED by the following vote:

AYES: Tom Copenhaver, Donna Rupard-Greer, Iris Worley, Jim Paine, and Margaret Linford.

NAYS: None

ABSTAINERS: None

ABSENT: Patton Graham