

**L.E. Smoot Memorial Library Board of Trustees  
Meeting Minutes January 13, 2022**

1. **Call to Order and Roll Call:** Mrs. Shojinaga called the meeting to order at 5:15 PM. I hereby call this meeting of the King George County L.E. Smoot Memorial Library Board of Trustees to order.

Please take notice that four or more of the Board members are participating by electronic or remote means, without a quorum physically present, pursuant to the King George County Emergency Continuity of Government Ordinance previously adopted by the Board of Supervisors and/or under State Law. This action is taken as a result of the COVID-19 Pandemic and the Governor's orders regarding limiting of gatherings and staying in place.

Electronic participation is encouraged and pursuant to the emergency Ordinance, physical attendance by the public is not allowed.

I now turn it over to all members of this Board to state whether they are physically present or participating by electronic or remote means:

Weldon Burt - remote  
Marney Clark - remote  
Joseph Gaborow - remote  
Tracy Martin -  
Jane Marvin - remote  
Kris Parker - remote  
Elody Shojinaga - remote  
Betsy Stevenson - remote  
Dixie Washington - remote (joined meeting at 5:26 PM)

I DIRECT THE CLERK TO INCLUDE THIS STATEMENT AND THE STATEMENT OF REMOTELY PARTICIPATING BOARD MEMBERS TO BE MEMORIALIZED IN THE MINUTES.

- a. **Library Staff:** Robin Tenney, Jennifer Martin.
  - b. **Guest(s):** None.
  - c. **Members of the Public:** None.
2. **Public Comment:** Mrs. Tenney informed the Board of a comment on Facebook regarding the referring to a patron as he/him, that this is discriminatory and suggests changing he/him to they/them. Mrs. Shojinaga said they will have policy and planning review for changes.  
Mrs. Shojinaga had a few people comment about the distribution of COVID home test kits at the library.

January 13,, 2022

3. **Friends of the Library Report:** Mrs. Edgar submitted a report to the Board. The bookstore has been closed for the month of January.  
*Supporting documentation attached.*
4. **Discussion of the Minutes of December 9, 2021 meetings:**  
*Motion:* To approve the minutes of the December 9, 2021 meetings.  
*Author:* Joseph Gaborow  
*Second:* Jane Marvin  
*Result:* In favor - seven (7); against - zero (0); abstain - zero (0); absent - two (2).  
Motion carried, minutes approved as presented.
5. **Discussion of the Director's Report:** Mrs. Tenney submitted a report to the Board. Mrs. Tenney reviewed the report for Board members. Mr. Gaborow wondered what the mask policy is at the library. (Mrs. Tenney noted Mrs. Washington needed to be let into meeting) Mrs. Tenney stated as of Monday, January 10, she highly recommended staff wear masks at all times. As for the public, the library is following state guidelines of unvaccinated should wear a mask indoors.  
Mr. Burt questioned if there were plans to set up an online way to requests COVID tests. There was a discussion about setting up an online sign-up, but there was no way to monitor the number of tests being giving out without staff monitoring the list.  
*Supporting documentation attached.*
6. **Chairperson's Report:** Mrs. Shojinaga stated she may have a potential suggestion to fill the vacant board seat, who may also step in as the Financial Officer.  
She wanted to remind everyone that next month will be committee meetings.
7. **Financial Officer Report:** Mr. Parker still locked out of the account. Has found out that they have basically shut down the online account. Still working, but unsure what next steps are. Still able to move money, but unable to state how the account is doing. Mr. Burt questioned is legal action needs to be taken. Mr. Parker stated we are not there yet. We have access through the broker. Mr. Parker will keep the board updated.
8. **Committee Reports**
  - a. **Policy and Planning:** Mr. Burt commented there is nothing to report.
  - b. **Marketing and Communication:** Mrs. Washington stated the survey questions were approved. Mrs. Tenney will post the questions on Tuesday, January 18. Regarding the outreach script, there is alot of information to pull from the New Year, New Smoot presentation. Mrs. Tenney will start working on the script. Mrs. Washington asked if there were any new logo ideas. Mrs. Tenney stated a staff member is working on ideas. Mrs. Tenney will submit to the committee for review.
9. **Old Business:**
  - a. **Update bylaws - email voting:** Policy and Planning has not had a meeting to discuss. Will add to committee agenda.

January 13,, 2022

- b. Trustee Training:** Mrs. Tenney commented about contacting the County Attorney regarding legal information for Trustees. This was discussed at the Department Head meeting, and it was requested the Attorney do something for the Board of Supervisors. Mrs. Tenney added the Trustee be included in this request.
- c. Fines:** Mrs. Tenney researched the overdue fines in reference to doing away with fines.  
*Supporting documentation attached.*

**10. New Business:** none

**11. Adjournment**

This meeting is hereby adjourned to the next regularly scheduled meeting on March 10, 2022 at 5:15 PM. That meeting may be held by electronic means and remote participation only and may be closed to the public being physically present. All citizens are encouraged to participate in advance or during the meeting by electronic means as provided by the Library.

*Motion:* To adjourn the meeting.

*Author:* Joseph Gaborow.

*Second:* Dixie Washington

*Result:* In favor - nine (9); against - zero (0); abstain - zero (0); absent - zero (0). Motion carried, meeting adjourned at 5:44 PM.

---

Elody Shojinaga, Chair

---

Jennifer Martin, Recording Secretary

**Next meeting: March 10, 2022**