

**L.E. Smoot Memorial Library Board of Trustees  
Meeting Minutes March 10, 2022**

1. **Call to Order and Roll Call:** Mrs. Shojinaga called the meeting to order at 5:18 PM. I hereby call this meeting of the King George County L.E. Smoot Memorial Library Board of Trustees to order. Elody Shojinaga, Kris Parker, Tracy Martin (left at 6:15 pm), Marney Clark, Dixie Lee Washington, Jane Marvin  
Absent: Weldon Burt, Betsy Stevenson, Joseph Gaborow (all excused)
  - a. **Library Staff:** Robin Tenney.
  - b. **Guest(s):** None.
  - c. **Members of the Public:** None.
2. **Public Comment:**
3. **Friends of the Library Report:** Marney reiterated that the FOSL has funds to allocate to the library. The Library Director is looking into the insurance for the building and the FOSL.
4. **Discussion of the Minutes of January 13, 2022 meetings:**

*Motion:* To approve the minutes of the January 13 , 2022 meetings.  
*Author:* Tracy  
*Second:* Marney  
*Result:* In favor - seven (6); against - zero (0); abstain - zero (0); absent - two (3).  
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. The Library Director share an update to the 2022 goals. *Supporting documentation attached.*
6. **Chairperson's Report:** Mrs. Shojinaga presented information regarding the request for the County Attorney to present to the BOT. Spoke regarding electronic participation since the county and state is no longer under a state of emergency. Spoke regarding the expected change in VA legislation regarding electronic meetings. Mrs. Tenney will contact the County Attorney regarding assistance with an electronic participation policy for the Board and legal aspects of fundraising in relation to non-profits. Mr. Parker cautioned the trustees regarding a policy due to the lack of individual board emails and that personal cell phone messages were subject to FOIA. Mrs. Tenney will look into email accounts for the Board - g-mails that have .org addresses.
7. **Financial Officer Report:** Mr. Parker still cannot access the account. He also stated that he may be stepping down from the Board when his term ends and suggested that a new Financial Officer and Mr. Parker transfer the account in person at Cary Street.
8. **Committee Reports**

- a. **Policy and Planning:** The committee did meet regarding changes to pronouns in the library policy. The committee will meet in April to approve the policy changes and the makerspace user policies.
- b. **Marketing and Communication:** Mrs. Washington commented on the library survey. Mrs. Tenney briefly discussed the results, but will provide more in-depth results in April.
- c. **Old Business:**

**9. New Business:** none

**10. Adjournment**

This meeting is hereby adjourned to the next regularly scheduled meeting on May 12, 2022 at 5:15 PM.

*Motion:* To adjourn the meeting at 6:18 p.m.

*Author:* Dixie Lee Washington

*Second:* Kris Parker

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

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Elody Shojinaga, Chair

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Robin Tenney, Library Director

**Next meeting: May 12, 2022**