

**L.E. Smoot Memorial Library Board of Trustees
Meeting Minutes May 12, 2022**

1. **Call to Order and Roll Call:** With a quorum noted, Mrs. Shojinaga called the meeting to order at 5:15 PM.
 - a. **Board Members Present:** Marney Clark, Tracy Martin, Jane Marvin, Elody Shojinaga (Chair), Dixie Washington (Vice-Chair).
 - b. **Board Members Excused:** Weldon Burt, Joseph Gaborow, Betsy Stevenson.
 - c. **Board Members Unexcused:** Kris Parker (Financial Officer).
 - d. **Library Staff:** Robin Tenney, Jennifer Martin.
 - e. **Guest(s):** Kris Edgar (FO.S.L.); Kelley Lackey, County Attorney (via zoom).
 - f. **Members of the Public:** None.

2. **Public Comment:** None.

3. **Friends of the Library Report:** Mrs. Edgar submitted a report to the Board. Still seeking Board members. Providing funds for the maker space and summer kick off program. The book store is using per bag pricing and seems to be going well. The big book sale did not go as well as past sales.
Supporting documentation attached.

4. **Discussion of the Minutes of the March 10, 2022 meetings:**
Motion: To approve the minutes of the March 10, 2022 meeting.
Author: Tracy Martin
Second: Jane Marvin
Result: In favor - five (5); against - zero (0); abstain - zero (0); absent - four (4). Motion carried, minutes approved as presented.

5. **Trustee Training:** Powerpoint presented via zoom by Kelly Lackey, King George County Attorney. Mrs. Shojinaga questioned if Trustee emails could be set up. Mrs. Tenney will look into getting emails. Mrs. Shojinaga questioned the retention time of meeting notes.
Supporting documentation attached.

6. **Discussion of the Director's Report:** Mrs. Tenney submitted a report to the Board. Two library assistants have resigned and three individuals have been hired. Mrs. Shojinaga asked if Trustee assistance is needed for the Summer Kick-off. Questioned if flyers will be made available to the schools through peachtree. Grant monies have been spent, a small balance remains due to savings on some purchases, looking to purchase consumables for the maker space.
Supporting documentation attached.

7. **Chairperson's Report:** Mrs. Shojinaga stated the covid funds for free lunches is ending, and she spoke with someone in the community who was looking for a place to distribute brown bag lunches. This would be a nice community service, more details are needed. Concern for impact on the operation of the library.

Mrs. Shojinaga attended a presentation by Mary Washington healthcare and support for various needs in the community. She questioned if medical care by remote visit would be doable at the library. Mrs. Tenney has concerns about the impact on staff.

Mrs. Shojinaga questioned if the June meeting was a committee or Board meeting, and when new officers are appointed. Per the By-laws, officers need to be appointed at the June meeting to take office July 1. Mrs. Shojinaga will take over as Financial Officer, Mrs. Washington will remain Vice-Chair, and the Chairperson is open. Currently one opening on the Board, two additional spots will be open at the end of June. There will be a full Board meeting on June 9th, along with the committee meetings.

8. **Financial Officer Report:** None.

9. **Committee Reports**

- a. **Policy and Planning:** Mr. Burt submitted notes from the April 14th committee meeting. Mrs. Shojinaga stated the committee reviewed policy for gender titles changes and non-resident 65 plus cards. Mrs. Martin commented that it needs to be clarified at the committee meeting who will prepare documentation to be submitted to the Board.

The committee discussed a policy to allow virtual meetings. After some discussion agreed to not pursue a policy to allow virtual meetings at this time.

The committee discussed the creation station policy. Questions and notes have been submitted to Mrs. Tenney for review. Safety and supervision concerns were brought up.

Policy updates will be presented to the Board for approval at the next meeting.
Supporting documentation attached.

- b. **Marketing and Communication:** Mrs. Washington submitted notes from the April 14th committee meeting. The committee reviewed the calendar of events.
Supporting documentation attached.

10. **Old Business:**

- a. **Library Survey:** Mrs. Tenney provided the committee with the patron survey results. The take away was to get more people in the building; continue to offer programs that they want to see; and create awareness of all events by using social media. Mrs. Tenney will upload patron survey results to the Board drive. Mrs. Washington spoke with David Baldacci's agent, for something in September, asking for \$12,000.00. Mrs. Washington questioned what the budget is for author talks. F.O.S.L. sponsored past author talks and Mrs. Tenney suggested a \$5,000.00 budget.

Supporting documentation attached.

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11. New Business: Mrs. Tenney will speak with Chris Dines, County IT, regarding emails for the Board of Trustees.

12. Adjournment

Motion: To adjourn the meeting.

Author: Jane Marvin

Second: Dixie Washington

Result: In favor - Five (5); against - zero (0); abstain - zero (0); absent - four (4). Motion carried, meeting adjourned at 6:58 PM.

Elody Shojinaga, Chair

Jennifer Martin, Recording Secretary

Next meeting: June 9, 2022