

**L.E. Smoot Memorial Library Board of Trustees
Meeting Minutes June 9, 2022**

1. **Call to Order and Roll Call:** With a quorum noted, Mrs. Shojinaga called the meeting to order at 5:17 PM.
 - a. **Board Members Present:** Weldon Burt (arrived 5:26 PM), Marney Clark, Joseph Gaborow, Tracy Martin, Jane Marvin, Elody Shojinaga (Chair), Dixie Washington (Vice-Chair).
 - b. **Board Members Excused:** Kris Parker (Financial Officer).
 - c. **Board Members Unexcused:** Betsy Stevenson.
 - d. **Library Staff:** Robin Tenney, Jennifer Martin.
 - e. **Guest(s):** Kris Edgar (FO.S.L.).
 - f. **Members of the Public:** Sheila Cockey, Amy Foulks.

2. **Public Comment:** Mrs. Washington commented that a woman said that her great grandchild loves the kids' activities they come to on Wednesdays.

3. **Friends of the Library Report:** Mrs. Edgar submitted a report to the Board. Still looking for board members. FOSL funded the summer reading kick-off event, which was a big hit. Still working on funding for the makerspace. Debating whether or not to have the August book sale. The sale is a lot of work for little result. Will discuss at the next FOSL meeting.
Supporting documentation attached.

4. **Discussion of the Minutes of the May 12, 2022 meetings:** Mr. Gaborow stated he was excused from the meeting not unexcused. Mrs. Martin was instructed to amend minutes.
Motion: To approve the minutes of the May 12, 2022 meeting with amendments.
Author: Tracy Martin
Second: Jane Marvin
Result: In favor - five (5); against - zero (0); abstain - one (1); absent - three (3). Motion carried, minutes approved as presented with approved amendment.

5. **Discussion of the Director's Report:** Mrs. Tenney submitted a report to the Board. The Library is receiving donations in memory of Carol Arnott, a former Library Assistant, to be used for youth programming.
Supporting documentation attached.

6. **Chairperson's Report:** Mrs. Shojinaga welcomed new Trustee, Sheila Cockey, whose term will start July 1, 2022. She commented Mr. Parker and Mrs. Stevenson will not be seeking reappointment. Still looking for an At-Large representative.

7. Financial Officer Report: None.

8. Committee Reports

- a. Policy and Planning:** Mrs. Martin stated the committee met to discuss switching pronouns to gender neutral pronouns in the Library policy. The committee approved the pronoun changes throughout the policy. Also approved was a change to the cost for out-of-county card holders 65+ from \$25.00 per year to \$15 per year.

Motion: To accept the gender neutral pronouns and 65+ annual rate policy changes as approved and presented by the Policy and Planning Committee.

Author: Joseph Gaborow

Second: Dixie Washington

Result: In favor - Seven (7); against - zero (0); abstain - zero (0); absent - two (2). Motion carried, policy changes approved as presented.

Supporting documentation attached.

- b. Marketing and Communication:** Mrs. Washington stated the committee met and discussed bringing in Dr. Auerbacher, a Holocaust survivor, for the fall Speaker series. In the spring, the committee is planning a health and wellness presentation in conjunction with starting a walking club. This winter the committee is looking into hosting a coffee night with the "human jukebox". Mrs. Clark is looking into the art mobile from the Virginia Museum of Fine Arts for the Fall Festival.

9. Old Business:

- a. Trustee Training:** Mrs. Shojinaga ask about the video of the Trustee training powerpoint. Mrs. Tenney said she will speak with Mr. Burt about posting the video on the Drive.
- Mrs. Shojinaga wanted to confirm meeting documentation retention. Jennifer Martin will double check with the County Attorney. She also inquired about emails for the Trustees. Mrs. Tenney will look into getting general gmails that will transfer to new board members. Mr. Gaborow commented the board would need to be conscious of email correspondence and what would be considered an official meeting. Mrs. Tenney will speak with Chris Dines, County IT, regarding emails for the Board of Trustees.

10. New Business:

- a. Officer nominations:** Mrs. Washington stated she would remain as Vice chair. Mrs. Shojinaga would be willing to take over as Financial Officer if someone is willing to step up as Chair. Mrs. Tenney commented that the Financial Officer works with Cary Street regarding the endowment and investments. Mr. Weldon offered to take on Financial Officer.

Nominations: Chair: Mrs. Shojinaga; Vice-Chair: Mrs. Washington; Financial Officer: Mr. Burt.

Author: Joseph Gaborow

Second: Tracy Martin

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Result: In favor - Seven (7); against - zero (0); abstain - zero (0); absent - two (2).
Motion carried, Officers nominations approved as presented.

b. Closed session - Director's salary:

Motion: To enter into a closed session to discuss personnel action as permitted in Code of Virginia 2.2-3711.

Author: Tracy Martin

Second: Joseph Gaborow

In favor - Seven (7); against - zero (0); abstain - zero (0); absent - two (2).

Motion carried, the Board of Trustees entered into a closed session at 5:42 PM.

The Board of Trustees reconvened into open session at 5:53 PM.

Motion: To recommend two percent (2%) merit pay and update Mrs. Tenney's termination agreement to three (3) months lump sum severance pay.

Author: Joseph Gaborow

Second: Weldon Burt

In favor - Seven (7); against - zero (0); abstain - zero (0); absent - two (2).

Motion carried, Mrs. Tenney's raise and change in termination agreement approved as presented.

Supporting documentation attached.

11. Adjournment

Motion: To adjourn the meeting.

Author: Dixie Washington

Second: Tracy Martin

Result: In favor - Seven (7); against - zero (0); abstain - zero (0); absent - two (2).

Motion carried, meeting adjourned at 5:56 PM.

Elody Shojinaga, Chair

Jennifer Martin, Recording Secretary

Next meeting: August 11, 2022