

**L.E. Smoot Memorial Library Board of Trustees
Meeting Minutes August 11, 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:** Ross Bonaime, Weldon Burt (Finance Officer), Marney Clark, Sheila Cockey, Joseph Gaborow, Jane Marvin, Elody Shojinaga (Chair), Dixie Washington (Vice-Chair).
 - b. **Board Members Excused:** Tracy Martin.
 - c. **Board Members Unexcused:** None.
 - d. **Library Staff:** Robin Tenney, Jennifer Martin.
 - e. **Guest(s):** Kris Edgar (F.O.S.L.Chair), Lynn Nicolaisen (F.O.S.L. Secretary)
 - f. **Members of the Public:** Jen Stevenson (Library employee), Monika Philbrick.

2. **Public Comment:** None.

3. **Friends of the Library Report:** Mrs. Edgar submitted a report to the Board. Mrs. Edgar introduced Lynn Nicolaisen, the F.O.S.L. secretary. F.O.S.L. overview: Mrs. Edgar stepped up as the F.O.S.L. Chair in October 2020 and F.O.S.L. was at a pivotal point as to whether or not it would continue. Recap of the last twenty-two (22) months: There were three (3) acting board member and no Trustee liaison, now there are three (3) active board members soon to be four (4) and Mrs. Clark is the Trustee liaison; there was \$37,000.00, as of the end of June there is almost \$49,000.00 available. Largest money maker is partnership with Topside Bank. No ongoing fundraising. Bank balance can not exceed \$50,000.00 at the end of year or tax status will be in jeopardy. In terms of funds, F.O.S.L. has taken in about \$15,000.00 and dispersed about \$4,000.00, with another \$25,000.00 pending. In speaking with Mrs. Tenney it was decided that funding categories will be: ongoing year to year funding (i.e. SRP kick-off); seed funding for un-budgeted programs; special un-budgeted programs such as author talks. Criteria for funding: un-budgeted within grant/state aid funds and/or Library budget. Mrs. Shojinaga commented everything sounds great and thanked Mrs. Edgar for a great job getting everything organized.
Supporting documentation attached.

4. **Discussion of the Minutes of the June 9, 2022 meetings:**
Motion: To approve the minutes of the June 9, 2022 meeting.
Author: Joseph Gaborow
Second: Dixie Washington
Result: In favor - 6 (6); against - zero (0); abstain - two (2); absent - one (1). Motion carried, minutes approved as presented.

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- 5. Discussion of the Director's Report:** Mrs. Tenney submitted a report to the Board. Mrs. Shojinaga commented on the upcoming training and congratulated Ms. Testani for being Co-Chair of the conference. Mrs. Tenney stated Ms. Testani has been asked to serve on the Conference Board.

Supporting documentation attached.

- 6. Chairperson's Report:** Mrs. Shojinaga welcomed new Trustees, Ross Bonaime and Sheila Cockey. Mrs. Shojinaga suggested setting a calendar to coincide with the Fiscal Year, July to June. As well as setting a regular time for committee meetings. Before setting time, committee need to be reorganized to accommodate new Trustees.:

Policy and Planning - Weldon Burt, Sheila Cockey, Tracy Martin, and Elody Shojinaga.

Marketing and Communication - Ross Bonaime, Marney Clark, Joseph Gaborow, Jane Marvin, and Dixie Washington.

The Marketing and Communication committee will meet at 4:30 and Policy and Planning will meet at 5:30 on the following scheduled meeting dates.

Board of Trustee 2022/2023 committee and board meeting schedule:

August 11 - BOT

September 6 - Marketing & Communication 4:30-5:30, Policy & Planning 5:30-6:30

October 13 - BOT

November 10 - Marketing & Communication 4:30-5:30, Policy & Planning 5:30-6:30

December 8 - BOT

January 12 - Marketing & Communication 4:30-5:30, Policy & Planning 5:30-6:30

February 9 - BOT

March 9 - Marketing & Communication 4:30-5:30, Policy & Planning 5:30-6:30

April 13 - BOT

May 11 - Marketing & Communication 4:30-5:30, Policy & Planning 5:30-6:30

June 8 - BOT

Mrs. Shojinaga attended a community health improvement plan meeting in June, a partnership between Mary Washington Hospital and Rappahannock Area Health District. They are working on three (3) aspects: mental health, affordable housing, and access to health care. With goals for each, one being from January 1, 2023 through June 30, 2025 the RAHD will host at least four (4) HEAL trainings (Mrs. Shojinaga is not sure of acronym) per quarter at public libraries. Mrs. Shojinaga mentioned at the meeting to not forget about Smoot Library. She got the response of "oh yeah, I forget Smoot's a public library". Mrs. Shojinaga is not sure how prevalent this misunderstanding is.

Mrs. Shojinaga noticed that Senator Tim Kaine uses the library for Kaine Connects events. She wondered if the library could reach out to other King George representatives as well. Mrs. Tenney stated Mr. Warner's office uses the library as well. Mrs. Shojinaga mentioned John Hinkley's appearance at the Williamsburg Library and the disruption associated with the appearance and wondered if the policy committee needs to review our policy. Mrs. Tenney commented that she liked the statement of "disruptive to library operations", and something along that wording could be added to policy. Policy committee will review at the next meeting

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Mrs. Shojinaga informed the board the retention policy timeframe is three (3) years for Board documents/emails/notes.

Mrs. Tenney is working on getting @smoot.org emails for the board.

Mrs. Shojinaga needs everyone to send her an email stating they have watched the Trustee training. So if you did not attend the meeting when it was presented you need to watch the powerpoint available on the Board of Trustee drive.

August 2023 is the tenth (10th) anniversary of the Library expansion. Marketing and Communication will discuss at the September 6th meeting.

Mrs. Shojinaga reminded the Trustees to not reply all to emails.

Supporting document attached.

7. **Financial Officer Report:** Mr. Burt is still trying to set up a meeting with Mr. Parker to discuss responsibilities of the Financial Officer and setting up access to the Cary Street Partners account.

8. **Committee Reports**

- a. **Policy and Planning:** No meeting.

- b. **Marketing and Communication:** Mrs. Washington stated the committee met. Mrs. Tenney finalized the Library brochure which Mrs. Washington shared at the Chamber of Commerce meeting.

The speaker planned for the fall is not available and will be rescheduled for some time in 2023.

The eleven 26 yoga wellness speaker is scheduled for November 17th.

Local author Joyce Harmon is not interested in doing an author talk.

Mrs. Washington stated the committee will work on ideas for the 10th anniversary. She questioned the actual date. Mrs. Tenney will look it up and let her know.

Mrs. Shojinaga questioned Mrs. Washington if she received her email with suggestions. She did and will discuss with the committee.

9. **Old Business:**

- a. **F.O.S.L. Insurance Coverage:** Mrs. Clark had a question from F.O.S.L. regarding insurance coverage for the store and volunteers/patrons in the store. Mrs. Tenney stated they are covered under the Library insurance, but she will double check the policy.

- b. **Library Logo:** Mrs. Shojinaga questioned the status of the logo for the Library. Mrs. Tenney did not have an update.

- c. **Uploading of Minutes:** Mrs. Shojinaga questioned the status of the uploading of Trustee meeting minutes to the County website. Mrs. Martin stated it is a work in progress.

10. **New Business:**

- a. **Closed session:**

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

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Author: Weldon Burt

Second: Dixie Washington

In favor - eight (8); against - zero (0); abstain - zero (0); absent - one (1). Motion carried, the Board of Trustees entered into a closed session at 6:07 PM.

The Board of Trustees reconvened into open session at 6:29 PM.

No action to be taken.

Supporting documentation attached.

11. Adjournment

Motion: To adjourn the meeting.

Author: Joseph Gaborow

Second: Jane Marvin

Result: In favor - eight (8); against - zero (0); abstain - zero (0); absent - one (1). Motion carried, meeting adjourned at 6:31 PM.

Elody Shojinaga, Chair

Jennifer Martin, Recording Secretary

Next meeting: October 13, 2022