

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

1. **Call to Order and Roll Call:** With a quorum noted, Mrs. Washington called the meeting to order at 5:15 PM.
  - a. **Board Member Present:** Ross Bonaime, Weldon Burt (Finance Officer), Marney Clark, Sheila Cockey, Tracy Martin, Dixie Washington.
  - b. **Board Members Excused:** Joseph Gaborow, Jane Marvin, Elody Shojinaga.
  - c. **Board Members Unexcused:** None.
  - d. **Library Staff:** Robin Tenney, Jennifer Martin
  - e. **Guest(s):** Kris Edgar (F.O.S.L. Chair)
  - f. **Members of the Public:** None.
  
2. **Public Comment:** Mrs. Washington - someone commented the sills outside look awfully dirty. Mrs. Tenney replied that a request will be made to Facilities.
  
3. **Friends of the Library Report:** Mrs. Edgar presented a report to the Board. Recruiting a 4th F.O.S.L. board officer. Seeking active F.O.S.L. members. Small book sale planned November 3 and November 5. Ongoing funding for the Creation Station and Discovering Art program. No plans to fundraise, due to income far exceeding spending. Mrs. Washington questioned Mrs. Edgar if F.O.S.L. still does a scholarship. Mrs. Tenney stated Covid hit and it never happened. Mrs. Washington said "well I think we should talk about doing it again."  
*Supporting documentation attached.*
  
4. **Discussion of the Minutes of the August 11, 2022 meeting:**  
*Motion:* To approve the minutes of the August 11, 2022 meeting.  
*Author:* Tracy Martin  
*Second:* Weldon Burt  
*Result:* In favor - six (6); against - zero (0); abstain - zero (0); absent - three (3). Motion carried, minutes approved as presented.  
Mrs. Cockey asked if there was a way to have the minutes a day prior to the meeting to review. Mrs. Tenney commented that minutes are available on the Board drive. Mrs. Cockey said she has not been able to sign-in to the drive. Mrs. Tenney offered to assist after the meeting.  
Mrs. Tenney stated Mrs. Shojinaga had requested all the agendas and minutes be posted to the website prior to the meeting. That being said, the agenda needs to be finalized by the Monday before the Board meeting.

5. **Discussion of the Director's Report:** Mrs. Tenney submitted a report to the Board.  
*Supporting documentation attached.*
  
6. **Chairperson's Report:** Mrs. Washington wanted to ensure all have completed the Trustee training. Once complete, email Mrs. Shojinaga stating you have completed training.
  
7. **Financial Officer Report:** Mr. Burt met with Janice Gage, the Cary Street Financial Representative. A second person needs to be named on the account. Mrs. Clark offered to be the second.  
Mr. Burt asked the Board "do we want to keep cash on hand?" \$10,000.00 is the investment threshold.  
Mr. Burt informed the Board that Mrs. Gage is willing to attend a meeting.  
Mr. Burt questioned the purpose of the Gilbert Fund and why it is separate. Mrs. Tenney will review past minutes and question Mr. Parker regarding the history and purpose of the Gilbert Fund.
  
8. **Committee Reports:**
  - a. **Policy & Planning:** Mrs. Martin appointed Chair of the committee. Mrs. Martin stated the committee reviewed the Strategic Plan and agreed no changes need to be made.  
The committee reviewed meeting room policy adding the statement of "use of the library premises may be denied if the activities of the group have the potential to interfere with standard library operations."  
*Motion:* To approve amendments made to the Lewis Egerton Smoot Memorial Library meeting room policy as presented by the policy and planning committee.  
*Author:* Dixie Washington  
*Second:* Sheila Cockey  
*Result:* In favor - six (6); against - zero (0); abstain - zero (0); absent - three (3).  
Motion carried, amendments to meeting room policy approved as presented.  
*Supporting documentation attached.*  
The committee reviewed the Creation Station Policy. Mrs. Washington referenced a note from Mrs. Shojinaga that said that Mrs. Tenney was going to run the policy and risk and release form by the County Attorney. Mrs. Tenney has not yet, she needed the committee to approve the policy first to send to the County Attorney. Mrs. Cockey questioned safety concerns: long hair catching fire, necklaces getting caught, fingers in the sewing machines. Mrs. Washington

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questioned the electrical capabilities. Mrs. Tenney commented a staff member will be present whenever the Creation Station is open to the public.

*Motion:* To accept the Creation Station Policy as presented by the policy and planning committee.

*Author:* Dixie Washington

*Second:* Weldon Burt

*Result:* In favor - six (6); against - zero (0); abstain - zero (0); absent - three (3).

Motion carried, amendments to meeting room policy approved as presented.

*Supporting documentation attached.*

The committee reviewed the policy on gifts.

*Motion:* To approve the amendments to the policy on Gifts as well as updating the revision date and numbering of appendices presented by the policy and planning committee.

*Author:* Dixie Washington

*Second:* Sheila Cockey

*Result:* In favor - six (6); against - zero (0); abstain - zero (0); absent - three (3).

Motion carried, amendments to policy approved as presented.

*Supporting documentation attached.*

- b. Marketing & Communication:** The committee met. Mrs. Washington uploaded minutes to the Board of Trustee drive. The committee went over all goals, different programs, and updated the outreach calendar (coffee house in January/February, the home show in April, and a poetry reading in April). An author talk is scheduled for October 20th. A wellness program is scheduled for November 17th.

Mrs. Jennifer Martin informed the Board about the 10th anniversary of the Library expansion dedication, September 28, 2023.

Mrs. Tracy Martin mentioned the Title 1 Reading night at Sealston on November 3rd. She suggested to the school that the library might be interested in doing something.

*Supporting documentation attached.*

**9. Old Business:**

Addressed uploading agendas and minutes to the county website.

Additions/amendments need to be submitted by the Monday prior to the meeting.

Update on the logo - Mrs. Tenney suggested the Board hire a graphic designer. Mrs. Washington will discuss the logo at the next marketing meeting.

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**10. New Business:** Mrs. Tenney sent out an email to the Board regarding sponsoring a Christmas family through the Department of Social Services. If interested in participating, send an email to the Library Director.

Mrs. Washington reminded the Board committee meeting are November 10 - Marketing at 4:30 PM and Policy at 5:30 PM. Next full board meeting December 8 at 5:15 PM.

**11. Adjournment:**

*Motion:* To adjourn the meeting.

*Author:* Tracy Martin

*Second:* Sheila Cockey

*Result:* In favor - six (6); against - zero (0); abstain - zero (0); absent - three (3). Motion carried, meeting adjourned at 6:14 PM.

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Dixie Washington, Vice-Chair

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Jennifer Martin, Recording Secretary

Next meeting: December 8, 2022