

**L.E. Smoot Memorial Library Board of Trustees
Meeting Minutes of April 10, 2018**

1. **Call to Order and Roll Call:** With a quorum noted, Mrs. Sparbel called the meeting to order at 6:00 PM.
 - a. **Board Members Present:** Carol Sparbel, Chair; Carey Nicholson, Vice-Chair; Kris Parker, Finance Officer (left meeting at 6:51 PM); Nancy Haenlein; Shellie Renz; Tracy Travers; Dixie Lee Washington; Cathy Binder.
 - b. **Board Members Excused:** None.
 - c. **Board Members Unexcused:** None.
 - d. **Library Staff:** Robin Tenney, Library Director; Jennifer Martin, Administrative Assistant and Recording Secretary.
 - e. **Guests:** None.
 - f. **Members of the Public:** None.

2. **Public Comment:** Trustees, Library Director, Recording Secretary introduced themselves.

Trustees Reports on Issues/Concerns/Comments:

Mrs. Sparbel: referenced a letter from Linda Kramer regarding Central Rappahannock Regional Library (CRRL) proposal. Mrs. Sparbel received comments from Board of Supervisor (BOS) Granger. *Supporting documents attached.*

Mrs. Nicholson: asked friends for suggestions. They are looking for an adult book club, coffee station, and more books.

Mrs. Haenlein: received the following issues/complaints from BOS Binder: library hours, staff helpfulness, inadequate research material, CRRL's local history research center, lack of sufficient material for students, bigger inventory. One issue regarding the students has been address.

Mrs. Renz: funds did not cover as much as thought, increase fundraising efforts, material concerns, and dislike the website.

Mr. Parker: positive comments on the use of internet access.

Mrs. Travers: spoke with a few residents, but they no longer use the library.

Mrs. Sparbel encouraged the Trustees to continue communication with BOS.

Mrs. Haenlein addressed the inadequate research material. Mrs. Tenney replied there are several databases available. Find it Virginia is an excellent source of free online resources.

Library pays for Ancestry.com

3. **Friends of Smoot Library (FOSL) Report:** None.

4. **Discussion of the Minutes:**

February 13, 2018

Approved: Approved with amendments: _____

February 26, 2018

Approved: Approved with amendments: _____

5. **Discussion of Director's Report:** Mrs. Tenney submitted a report to the Board. Freegal, a music download subscription, will not be renewed due to low usage. Mrs. Haenlein asked Mrs. Tenney, regarding item #2 on the report, if the Library is the only entity of the county to be level funded. Mrs. Tenney responded that according to the County Administrator, the Library is the only department being level funded. With that said some of the community concerns will not able to be addressed. Mrs. Haenlein addressed Mrs. Binder regarding being the only county entity to be level funded. Mrs. Binder, being new to the BOS, was not sure of the reasons for

this and would need to inquiry about the reasons. Mrs. Binder will take questions and concerns to the Supervisors and get back to the Trustees.

Supporting documents attached.

- 6. Chairperson's Report:** Mrs. Sparbel passed along appreciation to each board member for their time.

- 7. Financial Officer Report:** Mr. Parker submitted a report to the Board. Mr. Parker stated the lawyer retained by the BOT has been paid.

Supporting documents attached.

Mrs. Tenney submitted the a current financial report of the library budget

Supporting documents attached.

- 8. Committee Reports:** Committees were reorganized: Policy & Planning - Nancy Haenlein (Chair), Kris Parker, Dixie Washington, Carol Sparbel; Marketing & Outreach - Carey Nicholson (Chair), Tracey Travers, Shellie Renz, Carol Sparbel.

Mrs. Sparbel suggested starting an annual "letter campaign" for sponsorships/donations.

a. Policy and Planning: No meeting

b. Marketing and Communication: No meeting

- 9. Old Business:** Mrs. Haenlein brought the Trustees' attention a letter to the Dahlgren Officer Spouses Club requesting a donation. No response yet.

10. New Business:

- a. Meeting Schedule:** The Trustees discussed changing meeting frequency and time.

Motion: To move meetings to the 2nd Tuesday of every month, excluding July, at 5:00 PM.

Author: Nancy Haenlein

Second: Tracy Travers

Result: All in favor

Mrs. Binder questioned her capacity on the Board of Trustees. There are 3 openings on the Board. Clarification needs to be made regarding whether Mrs. Binder will be a Trustee or a Liaison. The Trustees discussed Mrs. Binder being a Liaison.

- b. Appoint Board members to committees**

Policy and Planning: Nancy Haenlein, Kris Parker, Dixie Washington, Carol Sparbel

Marketing and Communication: Carey Nicholson, Tracy Travers, Shellie Renz, Carol Sparbel.

Additional New Business:

Mrs. Sparbel brought up the subject of displaying items from the historical society within the Library. The Library has display cases that could be used. A policy will need to be made regarding the use of the cases by the community and the historical society. Have an agreement that the Library is not responsible for items. Mrs. Binder also suggested a partnership with the Historical Society for discussion groups, geneology, and exhibits.

Mrs. Sparbel stated she was approached by Caledon regarding placing a Little Free Library at the park, which she would take responsibility for replenishing. Mrs. Tenney suggested doing a story walk instead of the LFL.

Mrs. Sparbel would like to address the concern that the Library is not getting information to the schools. She would like to see Trustees at the back to school nights at all the King George County Schools.

Mrs. Sparbel brought up the subject of training for the Trustees. She recommended each trustee read through the manual given to them. Mrs. Martin stated that the complete manual will be available on the Board of Trustee google drive.

Mrs. Sparbel requested no longer using the Board of Trustee drive ("the bot"). The reason for "the bot" was to have everything in one place and easy access for all trustees. Instructions will be sent to all Trustees on how to access the BOT drive. In the future if issues continue, admin will send information to Trustees using another format.

Mrs. Martin suggested inquiring about an outdoor LED sign. The Board request information for the next board meeting. Mrs. Haenlein suggested that be added as a new business item to next month's meeting.

Mrs. Haenlein questioned if fundraising is one of the Trustees' primary duties, which according to the ordinance it is not. Mrs. Binder relayed concern from the Supervisors that the Trustees do not want fundraise, by hosting a black tie event or casino night. The Trustees have fundraised, but difficult when operating down 3 members on the Board. Mrs. Tenney stated based on the Library of Virginia, fundraising is to supplement monies from the localities, not to replace monies. The County initiated a salary survey, voted for pay increases, told the Library they would need to offset the cost for employees increase. Singling out the Library could affect State Aid. Mrs. Binder state she will make the Supervisors aware of the situation, and report back to the Trustees.

11. Adjournment:

Motion: To adjourn the meeting.

Author: Nancy Haenlein

Second: Tracy Travers

Result: The meeting was adjourned at 7:28 PM.

Carol Sparbel, Chair

Jennifer Martin, Recording Secretary

Next meeting date: May 8, 2018