

**L. E. Smoot Memorial Library Board of Trustees
Meeting Minutes February 9, 2023**

1. **Call to Order and Roll Call:** With a quorum noted, Mrs. Shojinaga called the meeting to order at 5:20 PM.
 - a. **Board Members Present:** Ross Bonaime, Weldon Burt (Finance Officer), Margaret Clark, Sheila Cockey, Tracy Martin, Jane Marvin, Elody Shojinaga (Chair), Dixie Lee Washington (Vice-Chair).
 - b. **Board Members Excused:** Joseph Gaborow.
 - c. **Board Members Unexcused:** None.
 - d. **Library Staff:** Robin Tenney, Jennifer Martin.
 - e. **Guest(s):** Kris Edgar (FOSL).
 - f. **Members of the Public:** None.

2. **Public Comment:** Tracy Martin: someone told her they love the library store, wished library hours were longer on Friday and Saturday and Sunday too. Also was asked why we restrict room requests to over 18? Robin Tenney commented the policy requires somebody who is legally and financially responsible.

3. **Friends of the Library Report:** Kris Edgar presented a report to the Board. It is membership drive time. Kris Edgar encouraged Trustees to sign up. She provided Trustees with book sale flyers to distribute. All of the FOSL Board executive positions are filled, still seeking additional members.

Update on disbursement of funds:

- Discovering Art: \$925.00 spent and \$1605.00 remains (through June 2023).
- Creation Station: \$4650 spent and \$10204 remains.
- Summer Reading: funding ongoing
- Children's Author: pending.

Thank you to the bookstore volunteers who provided 698 hours in 2022.

Supporting documentation attached.

4. **Discussion of the Minutes of the December 8, 2022 meeting:**

Motion: To approve the minutes of the December 8, 2022 meeting.

Author: Tracy Martin

Second: Sheila Cockey

Result: In favor - eight (8); against - zero (0); absent - one (1). Motion carried, minutes approved as presented.

- 5. Discussion of the Director's Report:** Robin Tenney submitted a report to the Board. Dixie Lee Washington questioned if there was an update on the cleaning of the carpets. Robin Tenney has not spoken with General Properties about the carpets. She did speak with General Properties about the light post in the circle.

Supporting documentation attached.

- 6. Chairperson's Report:** Elody Shojinaga asked the Marketing Committee about any plans for the Renovation/expansion Anniversary. She reminded Trustees to use their smoot.org emails. She questioned Robin Tenney if there are plans for the Family Day in May. Robin Tenney said the library has not been contacted yet, that the Youth Services Librarian usually plans something.

April 11th is National Library Workers Day and Elody Shojinaga would like to do something for the staff. She asked if anything is done for the library volunteers. Robin Tenney stated Adult Services does do something. Elody Shojinaga would like to do something as well to acknowledge the volunteers.

Elody Shojinaga pointed out an article in the paper regarding Central Rappahannock Regional Library (CRRL) going "fine free" as of this January, making 51% of libraries in Virginia "fine free". She suggested it may be something to look at. Policy and planning would need to review policy and any research/statistics on monies received for overdue fines. Robin Tenney stated a discussion needs to be had with County Finance before any decisions are made regarding "fine free". Elody Shojinaga commented it was also mentioned in the article that CRRL had other means of making up the difference and she suggested maybe FOSL could offset lost revenue from "fine free". After some discussion the board and Robin Tenney will look into the possibility of going "fine free". Elody Shojinaga brought up the bylaws regarding missed meetings by a Trustee. Joseph Gaborow has missed the following meetings: March 2022 board, May 2022 board, October 2022 board, December 2022 board, January 2023 committee, and this board meeting.

Motion: Elody Shojinaga contact the Board of Supervisor Shiloh District Representative to ask if they would like to replace Joseph Gaborow on the Library Board of Trustees.

Author: Tracy Martin

Second: Dixie Lee Washington

Result: In favor - eight (8); against - zero (0); absent - one (1). Motion carried, Elody Shojinaga will contact the Shiloh District Representative regarding Joseph Gaborow.

- 7. Financial Officer Report:** Weldon Burt presented a report to the Board. Weldon Burt spoke with Janice Gage on January 26th. Janice Gage is willing to come speak to the Board regarding the Endowment Fund and answer any questions the Board may have. Weldon Burt will arrange for Janice Gage to attend the April Board meeting.

Weldon Burt discussed investment options. Dixie Lee Washington suggested staying with mortgage bonds or to look into treasury bonds and not invest in any stocks.

Elody Shojinaga asked if Wledon Burt found out the maturation dates of existing bonds (follow up from the December board meeting). He did not but will make note to ask Janice Gage.

The Board agreed to wait on changes to investments until after the information meeting with Janice Gage at the April board meeting.

8. Committee Reports

a. Policy & Planning: The committee did not meet. Tracy Martin stated the committee will look into going “fine free” based on information Robin Tenney will provide.

b. Marketing & Communication: Dixie Lee Washington reported the following from the committee meeting:

- Mrs. Tenney said all class offerings are filling up fast.
- Mrs. Tenney said that the Adult Services Coordinator will contact Caledon State Park about speaking at the Library in April for Earth Day.
- Continued search for local authors willing to speak at the library.
- Thank you to Mr. Burt for conducting computer classes.

Dixie Lee Washington submitted logo options for review. The committee feels option #4 without icons and lettering in a gold/yellow color is the one to go with. The committee would like Board approval to pay the new graphic artist, Christine Morgan, \$500.00 (five hundred dollars) for the work done. Dixie Lee Washington would like to send something to the first graphic artist, as a token of the Board’s appreciation for all the work she did.

Motion: To authorize payment from the unrestricted endowment fund in the amount of \$500.00 to Christine Morgan for logo renderings.

Author: Dixie Lee Washington

Second: Margaret Clark

Result: In favor - eight (8); against - zero (0); absent - one (1). Motion carried, the Board authorized payment of \$500.00 from the unrestricted endowment fund to Christine Morgan.

Dixie Lee Washington stated the committee will discuss plans for the September renovation/expansion anniversary celebration at the March meeting.

Supporting documentation attached.

9. Old Business: None.

10. New Business:

- a. LED Sign: Sheila Cockey brought up the possibility of replacing the outdoor sign with an LED sign. A proposal was received from Epic L.E.D. The thought, funding will be shared between FOSL, the Library endowment, and a possible third party. The Board decided to obtain additional quotes and Marketing can revisit the idea.

Supporting documentation attached.

- b. Elody Shojinaga mentioned that the FOSL liaison should be appointed yearly. Margaret Clark has been the liaison for more than a year. Elody Shojinaga asked if anyone would like to be the liaison.

Motion: Margaret Clark is nominated as the FOSL liaison for a term of one (1) year.

Author: Tracy Martin.

Second: Dixie Lee Washington.

Result: In favor - eight (8); against - zero (0); absent - one (1). Motion carried, Margaret Clark will act as the Library Trustee representative with FOSL for the term of one (1) year.

11. Adjournment:

Motion: To adjourn the meeting.

Author: Dixie Lee Washington

Second: Margaret Clark

Result: In favor - eight (8); against - zero (0); absent - one (1). Motion carried, meeting adjourned at 6:33 PM.

Elody Shojinaga, Chair

Jennifer Martin, Recording Secretary

Upcoming meeting dates:

- March 9, 2023 - Committees
- April 13, 2023 - Trustees