**SMYTH COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES**

**Thursday, April 24, 2025, at 5:30 P.M.**

**Smyth County Public Library, Main Library**

**Marion, VA 24354**

**CALL TO ORDER:**

The regular meeting of the Smyth County Library Board of Trustees was called to order on Thursday, April 24, 2025, at the Smyth County Public Library, Main Library, Marion, VA. Trustees present Margaret Linford, Tom Copenhaver, Donna Rupard-Greer, Ann-Margaret Utt, and Kaylan Bales (via Teams at 5:57 p.m.). Trustees absent were Patton Graham and Christin Long. Library Director Rose Likins, Helen Conley (joined at 6:04 p.m.), Tracy Reed, and Sheila Johnson (via Teams) were present. The meeting was called to order by Margaret Linford at 5:32 P.M.

**WELCOME/INTRODUCTION:**

Margaret welcomed everyone and noted a change to the draft agenda concerning the old business item concerning creation of a Library Foundation.

**AGENDA APPROVAL:**

Tom Copenhavermoved to accept the agenda, with a second by Donna Rupard-Green

The motion PASSED by the following vote:

AYES: Margaret Linford, Tom Copenhaver, Donna Rupard-Greer, and Ann-Margaret Utt

Absent: Kaylan Bales, Patton Graham, and Christin Long

NAYS: None ABSTAINERS: None

**PUBLIC/GUEST REMARKS:**

Susie Jennings gave remarks regarding the Friends of the Library for the Marion branch.

**APPROVAL OF MINUTES:**

Tom Copenhavermoved to accept the draft minutes, with a second by Ann-Margaret Utt

The motion PASSED by the following vote:

AYES: Margaret Linford, Tom Copenhaver, Donna Rupard-Greer, and Ann-Margaret Utt

Absent: Kaylan Bales, Patton Graham, and Christin Long

NAYS: None ABSTAINERS: None

**VOTE FOR KAYLAN BALES TO JOIN VIA TEAMS:**

Tom Copenhavermoved to allow Kaylan Bales to join meeting via Teams, with a second by Ann-Margaret Utt

The motion PASSED by the following vote:

AYES: Margaret Linford, Tom Copenhaver, Donna Rupard-Greer, and Ann-Margaret Utt

Absent: Kaylan Bales, Patton Graham, and Christin Long

NAYS: None ABSTAINERS: None

**APPROVAL OF DISBURSEMENTS:**

Margaret, the Chairperson, asked if there were any issues. Discussed disbursements as listed in the report.

A motion was made by Tom Copenhaver with a second by Ann-Margaret Utt to accept the disbursements from March.

The motion PASSED by the following vote:

AYES: Margaret Linford, Tom Copenhaver, Donna Rupard-Greer, and Ann-Margaret Utt

Absent: Patton Graham, and Christin Long

NAYS: None ABSTAINERS: None

**FINANCIAL REPORT:**

The financial report looks in good standing. Discussion available on recording posted on library website.

**DIRECTOR’S REPORT:**

Rose Likins presented the Board of Trustees with the Director’s report. Full report available on recording posted on library website.

**OLD BUSINESS:**

1. Foundation Next Steps – Tom Copenhaver made a motion to table this topic until later meeting with second by Ann-Margaret Utt

AYES: Margaret Linford, Tom Copenhaver, Donna Rupard-Greer, and Ann-Margaret Utt

Absent: Patton Graham, and Christin Long

NAYS: None ABSTAINERS: None

1. Revision to By Laws – Discussed – will vote on changes at next meeting in May.

**NEW BUSINESS:**

1. Proposal to Eliminate Late Fines – Tom Copenhaver moved to leave decision up to Library Director, Rose Likins – no vote.

**CLOSED SESSION:**

Margaret Linford read the following as a motion to go into closed session (followed by a roll call vote):

Closed Session Code of Virginia, Section 2.2-3711 to discuss A.1: Personnel Matters; Tom Copenhaver seconded the

motion.

The motion PASSED by the following vote:

AYES: Margaret Linford, Donna Rupard-Greer, Tom Copenhaver, Kaylan Bales, and Ann-Margaret Utt

NAYS: None

ABSTAINERS: Patton Graham and Christin Long

Coming out of Closed Session, Margaret Linford read the following as the certification as to what was discussed in

Closed Session.

Pursuant to the requirements of section 2.2-3712 of the Code of Virginia, we each hereby certify that we have just come out of Executive Session that was held pursuant to Mrs. Linford’s motion, and each of us hereby certify that to the best of each member’s knowledge (1) only the public business matter lawfully exempted from the meeting requirements under the Freedom of Information Act, and (2) only such public business matters as were identified in the motion by which the Executive Session was convened were heard, discussed or considered in the meeting.

Roll Call:

Margaret Linford: Yes

Donna Rupard-Greer: Yes

Tom Copenhaver: Yes

Ann-Margaret Utt: Yes

Kaylan Bales: Yes

Absent: Patton Graham, Christin Long

**LOCATION/TIME OF NEXT MEETING:**

The next meeting will be held on Thursday, May 29, at 5:30 PM. at Smyth County Public Library, Chilhowie Branch Library.

**ADJOURNMENT:**

A motion was made by Tom Copenhaver with a second by Ann-Margaret Utt to adjourn the meeting.

The motion PASSED by the following vote:

AYES: Margaret Linford, Tom Copenhaver, Donna Rupard-Greer, Kaylan Bales, Ann-Margaret Utt

Absent: Patton Graham and Christin Long

NAYS: None ABSTAINERS: None