

**L.E. Smoot Memorial Library Board of Trustees
Meeting Minutes, June 8, 2023**

1. **Call to Order and Roll Call:** With a quorum noted, Elody Shojinaga called the meeting to order in the L.E. Smoot Library Memorial Library at 5:19 PM.
 - a. **Board Members Present:** Ross Bonaime, Weldon Burt (Financial Officer), Margaret Clark, Sheila Cockey, Jane Marvin (arrived 5:28 PM), Elody Shojinaga (Chair), Dixie Lee Washington (Vice-Chair).
 - b. **Board Members Excused:** None.
 - c. **Board Members Unexcused:** Joseph Gaborow.
 - d. **Library Staff:** Robin Tenney, Jennifer Martin.
 - e. **Guest(s):** Kris Edgar (FOSL).
 - f. **Members of the Public:** None.

2. **Public Comment:** Dixie Lee Washington stated she has two (2) comments: 1) a lady asked about the Libby app and why it does not work. Robin Tenney replied that library cards expire every three (3) years, she may just need to update the app or sign-in to the app; 2) a lady talked to her about excessive noise at the circulation desk. Robin Tenney will address the staff about noise level.

3. **Friends of the Library Report:** Kris Edgar presented a report to the Board. FOSL is still looking for additional members for committees. The book sale will be held Thursday, July 27th for members and Saturday, July 29th open to all. Making progress on the disbursement of funds. Children's author program planned for the summer of 2024. LED sign is a work in progress. Robin Tenney commented that we need to go through county procurement.

Supporting documentation attached.
[June 2023 supporting document - FOSL report](#)

Robin Tenney questioned Dixie Lee Washington if she would contact the graphic designer about the logo, if we send a specific hex number for the blue could she update the file. When we send it out the blue/navy color shows up as purple.

4. **Discussion of the Minutes of the April 13, 2023 meeting:**

Motion: To approve the minutes of the April 13, 2023 meeting as presented to the Board..

Author: Sheila Cockey

Second: Dixie Lee Washington

Result: In favor - seven (7); against - zero (0); absent - one (1); abstain - zero (0).
Motion carried, minutes approved as presented to the Board.

5. **Discussion of the Director's Report:** Robin Tenney submitted a report to the Board. Dixie Lee Washington asked about the Dahlgren Naval Museum setting up a seven (7) panel installation along the gallery. Robin Tenney replied they are seven (7) panels

about six (6) feet, on the history of Dahlgren. It's a rotating display coming from the High School, to be placed down the brick hallway. Dixie Lee Washington questioned the Board voting on whether to approve that. Robin Tenney replied "they're not permanent, this is a rotating display." Dixie Lee Washington questioned why we were removing the art work. It was Robin Tenney's understanding that the artwork was only supposed to be here during the Tricentennial. Elody Shojinaga commented that we came up with a policy to display artwork so Board approval is not necessary. Carol Morgan will be contacted about the removal of the artwork.

Elody Shojinaga questioned what the walking club was. Robin Tenney said it is just a walking club at Cedell Brooks Park.

Supporting documentation attached.

[June 2023 Director's Report](#)

[June 2023 supporting document - April Statistics](#)

[June 2023 supporting document - May Statistics](#)

6. **Chairperson's Report:** Elody Shojinaga thanked Dixie Lee Washington for gathering all of the Library Director evaluations. A thank you to Jennifer Martin for being the secretary and taking the minutes.

Elody Shojinaga received an email from Carol Sparbel regarding the little free library which made her wonder if there is any mention of the little free libraries on the library website. Robin Tenney said they should be listed on the registry on the company's website. There are three (3) libraries placed around the county, need another location in the Shiloh district.

Elody Shojinaga stated that Tracy Martin stepped down from the Board, leaving two (2) openings: At-large and Madison.

Elody Shojinaga commented she was trying to sign-up for the creation station and she had difficulty finding where to sign-up. Robin Tenney will add the Creation Station under the "I want to" tab.

7. **Financial Officer Report:** Weldon Burt presented a report to the Board. On April 26th, Weldon Burt had a discussion with Janice Gage at Cary Street Partners about investment opportunities. Ten (10)K was invested in a Goldman Sachs Money Market with a yield of 4.5%, and purchased a six (6) month CD for five (5)K with Citibank at 3.4%. Current cash balance of the Gilbert fund is 4.3K.

Sheila Cockey would like a brief description of what the Gilbert and Endowment funds can be used for.

8. **Committee Reports:**

- a. **Policy & Planning:** Did not meet.

- b. **Marketing & Communication:** Dixie Lee Washington questioned how the finance event went. Robin Tenney commented sixty-one (61) out of seventy (70) showed. Next goal is to develop a quarterly plan for community outreach to groups and still looking for local authors. Use of the computer lab for classes. Tabled the "Smoot on sale" till the spring of 2024. Possible location for summer meals for kids. Robin Tenney said we were a go, but did not hear back. Contacted a cartoonist for a virtual event. Dixie Lee Washington asked about a creative writing workshop. Robin Tenney stated we did have a club run by a

former employee and suggested a survey on interest for a creative writing workshop.

9. Old Business: None.

10. New Business:

a. Strategic Plan: Time of year for the review of the Strategic plan. Look over and approve at the August Board of the Trustee meeting.

b. Officer Nominations: Elody Shojinaga asked if anyone was interested in being Board Chair, she offered to remain as chair.

Motion: Nominate Elody Shojinaga as Chair.

Author: Dixie Lee Washington

Second: Margaret Clark

Result: In favor - Seven (7); against - zero (0); absent - one (1); abstain - zero (0). Motion carried, Elody Shojinaga appointed Chair.

Motion: Nominate Dixie Lee Washington as Vice-Chair.

Author: Weldon Burt

Second: Sheila Cockey

Result: In favor - Seven (7); against - zero (0); absent - one (1); abstain - zero (0). Motion carried, Dixie Lee Washington appointed Vice-Chair.

Motion: Nominate Weldon Burt as Financial Officer.

Author: Sheila Cockey

Second: Dixie Lee Washington

Result: In favor - Seven (7); against - zero (0); absent - one (1); abstain - zero (0). Motion carried, Weldon Burt appointed Financial Officer.

Elody Shojinaga asked the Board to inquire about individuals to serve on the board. Remember no meeting, committee or board, in July.

11. Adjournment:

Motion: To adjourn the meeting.

Author: Margaret Clark

Second: Dixie Lee Washington

Result: In favor - Seven (7); against - zero (0); absent - one (1); abstain - zero (0).

Motion carried, meeting adjourned at 6:00 PM.

Upcoming meeting dates

- September 14, 2023 - Committees
- October 12, 2023 - Trustee