

LONESOME PINE REGIONAL LIBRARY
REGULAR BOARD MEETING
BOARD OF TRUSTEES
DECEMBER 10, 2020

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| PRESENT: Mr. Lu Ellsworth Mrs. Ruth Gilliam Mrs. Roberta Smallwood Ms. Ginnie Stokes (via Zoom) Mr. Chris Allgyer (via Zoom) Ms. Jennifer Meade (via Zoom) Ms. Sheila Phipps (via Zoom) Ms. Rebecca Scott (via Zoom) | ABSENT: Mrs. Earlene Lester Mr. Jack Lewis Ms. Carolea Newsome |
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Others Present: Larry Sturgill - Auditor, Julie Short, Onedah Stanley, and Debbie Yates.

The regular meeting of the Lonesome Pine Regional Library Board of Trustees was held on Thursday, December 10, 2020 in the Harris Art Gallery at the Wise County Public Library.

Chairman Ellsworth welcomed everyone in person and via Zoom to the meeting. The meeting was called to order at 1:00 p.m.

I. Ms. Meade made a motion to approve the agenda as distributed. Mrs. Gilliam seconded and the agenda was approved.

II. The chairman welcomed Larry Sturgill, auditor from the accounting firm of Larry D. Sturgill, P.C., to the meeting. Mr. Sturgill presented the FY2020 Audit Report of the Lonesome Pine Regional Library. The library management was commended for its bookkeeping practices. After discussion, Mrs. Gilliam made a motion to receive the FY2020 Audit Report as presented. Mrs. Smallwood seconded. The motion carried unanimously. Trustees were instructed to contact Mr. Sturgill's office should they have any further questions.

III. There were no citizens to speak.

IV. Ms. Stokes made a motion to approve the October 1, 2020 minutes as presented. Mrs. Gilliam seconded and the motion passed.

V. 1. Printouts of monthly payables for October and November and financial statements were distributed. Mrs. Short gave an overview of the monthly payables. After discussion, Ms. Stokes made a motion to receive the financial report as presented. Ms. Meade seconded and the motion carried.

The following check numbers were reported:

| | | |
|--------------|------------------|---------------|
| | <u>Beginning</u> | <u>Ending</u> |
| General Fund | 40828 | 41015 |

2. Ms. Short noted that COVID expenditures amounting to \$58,072.25 have been received from the Library of Virginia as well as CARES Act reimbursements from Dickenson County (\$2,178.08) and Scott County (\$1,066.29) for COVID-related supplies and Plexiglass installation.

3. Ms. Stanley, Business Manager, presented year-end budget adjustments for FY 2019-2020. After discussion, Mrs. Gilliam made a motion to approve the proposed budget adjustments. Ms. Stokes seconded and the motion passed.

VI. The following items were distributed in trustees' folders and via email:

- ❖ FY 2020 Audit Report
- ❖ September and October Usage Reports
- ❖ Fall/Winter 2020 Mailbox Library Catalog
- ❖ Trustees Information List (updated)
- ❖ Library Director's Report Summary for November and December

Grants & Donations -

- Ms. Short reported that Dickenson County advised that their CARES Act Committee voted to reimburse LPRL for purchases of 8 new PCs, 10 additional Chromebooks and 10 additional iPads, valued at \$13,042.51.
- Both LPRL COVID Cares Act grants are well underway. Most of the equipment has arrived and installations are underway. Tumblebooks, a database subscription of books, games and activities, has been well received. Teachers across the region are reaching out to let her know how helpful the database is for their classroom work. Course activities with the three colleges are being finalized for LPRL staff members, who are embracing these development opportunities.
- Haysi Public Library has received a \$250 donation from Jeanne Powers to purchase materials.

Technology -

- LPRL's E-Rate bid has been awarded and the process is moving forward.
- The current security management provider for our library system is retiring at the end of 2020 and will close the business. We are partnering with VA-KY Communications for the end-of-year transition.

Administration Highlights -

- Ms. Short shared that LPRL has several staff members who have tested positive for COVID-19. Some staff members are symptomatic and are quarantining while some have family members that are ill with the virus. She asked the trustees to keep the library in their thoughts as we move through this time.
- Ms. Short notified the trustees that due to an increase in COVID-19 cases system-wide and area-wide, as well as a current shortage in library custodial services, LPRL will return to porch service effective December 12 and is expected to continue through the first part of January.
- The locker project is progressing with installations on our library properties initially as a "trial-run" pickup location. Due to the increase in COVID-19 cases, some of the proposed installation sites remain closed. Temporary installation onsite will play a key role in determining the efficacy of the lockers.
- Administrative staff are working on the annual report, 2022 budget proposal, and W-2 preparation.
- The By-Laws and Administration Review Committee has delayed meeting until Spring 2021.
- All locations are continuing with virtual programming.

- The 2021 NEA Big Read is planning for virtual programs in the spring should that transition be necessary.
- Discussions are underway concerning the Summer Reading Program expectations. Ms. Short will continue to provide updates as they become available.

Chairman Ellsworth expressed his appreciation to Ms. Short and all LPRL employees for their responsiveness to cope in these ever-changing times. Ms. Short praised the staff and expressed gratitude to the board for their support and guidance.

VII. Mr. Allgyer reported that the Friends of Lonesome Pine Regional Library Corporation received a Rapha Foundation grant in the amount of \$20,000.00 in October. The funds have been deposited and will support early childhood development programs in Wise and Dickenson Counties and the City of Norton.

VIII. There was no unfinished business.

IX. 1. Incentive proposals for staff appreciation were discussed by the trustees. Mr. Allgyer made a motion for \$75.00 (Seventy-Five Dollars) incentive pay to be added to all LPRL employees' paychecks in the month of December. Ms. Stokes seconded. Mrs. Gilliam abstained. The motion carried.

2. Mrs. Short requested trustee's input concerning a January board meeting. After discussion, Mr. Allgyer made a motion that the next regular board meeting will be on February 4, 2021. Ms. Scott seconded; the motion carried. Chairman Ellsworth noted that this date would be subject to call for special meetings.

Ms. Meade made a motion to adjourn the meeting. All signified by rising. The meeting adjourned at 1:55 p.m.

Secretary

Chairman