

LONESOME PINE REGIONAL LIBRARY
REGULAR BOARD MEETING
BOARD OF TRUSTEES
JULY 30, 2020

PRESENT: Mr. Lu Ellsworth
Mrs. Roberta Smallwood
Ms. Ginnie Stokes
Mrs. Ruth Gilliam
Mrs. Earlene Lester
Mr. Jack Lewis
Ms. Jennifer Meade
Ms. Carolea Newsome
Ms. Sheila Phipps

ABSENT: Mr. Chris Allgyer
Ms. Rebecca Scott

Others Present: Commonwealth's Attorney Chuck Slemph, Teddy Bishop, Jessica Hood, Julie Short, Onedah Stanley and Debbie Yates.

The regular meeting of the Lonesome Pine Regional Library Board of Trustees was held on Thursday, July 30, 2020 in the Harris Art Gallery at the Wise County Public Library.

Chairman Ellsworth called the meeting to order at 1:00 p.m.

I. Ms. Meade made a motion to adopt the proposed agenda. Mr. Lewis seconded and the agenda was adopted as presented.

The election of 2020-2021 officers was commenced by Mrs. Gilliam acting on behalf of the Nominating Committee (Gilliam, Lester and Phipps). She presented the Committee's nominations for officers as follows:

- Chair – Lu Ellsworth
- Vice Chair and Secretary – Ginnie Stokes
- Treasurer – Roberta Smallwood

There were no additions or modifications from the floor. All members voted in the affirmative to approve the proposed slate as recommended by the Nominating Committee.

II. There were no citizens to speak.

III. Mrs. Gilliam made a motion to approve the June 25, 2020 minutes as presented. Ms. Stokes seconded and the motion carried.

IV. Mrs. Smallwood presented the financial report. Printouts of monthly payables for June 1 - June 30, 2020 and financial statements were distributed. After discussion, Mrs. Lester made a motion to accept 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 | 40595 | 40653 |

- V. The following items were distributed to trustees via mail and board packs:
- a. Monthly Payables List dated June 1 through June 30, 2020.
 - b. Summary of Library Director's Report.
 - c. List of holidays authorized to be observed by the Lonesome Pine Regional Library.
 - d. FY2021 Instructions for the Expenditure of State Aid Grants.
 - e. Public Use Stats from June 2020.
 - f. Financial Statements.

Administration Highlights -

- The hybrid Summer Reading Program is underway.
- Plans are for face-to-face and virtual children's programming to begin in late August. Staffing is being re-allocated to implement those events.
- Information was requested last month during the budget adoption discussion concerning cost of employee fringe benefits. Ms. Short reported that fringe benefits of Health Insurance, Pension and Life Insurance represents 20% of the total personnel cost and 13% of the total budget for FY2020-21.
- Ms. Short has been notified by the President of the Gallery Board that Ms. Tessa Meade has resigned her position as Gallery Director. The Gallery Board has not yet opened a recruitment period, but hopes to resume exhibits in the near future.
- A grant request has been submitted to the Rapha Foundation on behalf of the Friends of Lonesome Pine Regional Library Corporation. The Foundation's Executive Director has advised that the request could fund the children's programs in Wise and Dickenson Counties and the City of Norton. The Foundation does not fund our other two counties.
- Administrative staff are finalizing grant documentation to the Institute of Museum and Library Services CARES Act in conjunction with the Library of Virginia. The funding has been approved and plans must be submitted outlining exactly how those funds will be spent.
- LPRL's FY2021 Application for State Aid Grant has been approved. Our Budget for the Expenditures documents have been submitted to the Library of Virginia.
- J. Fred Matthews Memorial Library has received an anonymous donation of \$300. The funds will be used to purchase materials for their children's programs.
- Ms. Short advised that she has been working with our vendors for eBooks and audiobooks toward a successful transition to one platform for patron access.

The Board expressed their appreciation to Ms. Short on her on-going communication with them and respect for her accomplishments during this difficult environment. Ms. Short thanked the board for their support and commended the library staff's team effort.

The next board meeting is scheduled for September 3 in the Harris Art Gallery.

VI. 1. According to the LPRL By-Laws, Chairman Ellsworth asked for nominations of members to the Executive Committee. The Chairman reminded trustees of current members of the Executive Committee. Mrs. Smallwood made a motion to keep the same members for the new term. Mrs. Lester seconded. Ms. Stokes made a motion to close the nominations. Mr. Lewis seconded.

The Executive Committee will continue with the following members for 2020-2021:

| | |
|-----------------|-----------------------------------|
| Julie Short | - Library Director |
| Lu Ellsworth | - Wise County representative |
| Ginnie Stokes | - City of Norton representative |
| Carolea Newsome | - Dickenson County representative |
| Ruth Gilliam | - Lee County representative |
| Jennifer Meade | - Scott County representative |

VII. No Unfinished Business

VIII. 1. Mr. Chuck Slemph, Wise County Commonwealth's Attorney, introduced himself and his fellow staff members in attendance - Teddy Bishop, Director of the Wise Works Program, and Jessica Hood, Office Outreach and Public Relations Director. He spoke about the Wise Works Program and its site proposal with the library. A written copy of the proposal had been previously distributed for trustees' review at the beginning of the year. Discussion with the trustees ensued. He thanked the board for allowing him the opportunity to present the proposal in person for their consideration, distributed some additional program information then exited the meeting with his staff.

The floor was opened for board discussion. After discussion, Ms. Newsome made a motion to allow the partnership with the Wise Works Program. The motion was seconded by Mr. Lewis. The motion carried unanimously.

2. The Library of Virginia notified all library directors that Election Day has been named as a state holiday. Ms. Short wanted to make the board aware and asked for the board's consideration. Discussion ensued. Mrs. Gilliam made a motion to table the addition of Election Day as one of LPRL's observed holidays; Ms. Phipps seconded and the motion passed.

3. Revision for Policy and Procedure Manual – FY2021 Instructions for Expenditure of State Aid Grants was distributed and presented by Ms. Short for the Board's information. A yearly update from the Library of Virginia, this revision instructs how state aid grants may be spent and provides procedural requirements. Ms. Lester made a motion to modify the policy manual with the annual revision. Ms. Meade seconded; and the motion passed.

Ms. Short displayed some travel books purchased through the recent donation by Jimmy & Roberta Smallwood in honor of Mike Abbott. The new items are being processed and distributed throughout our libraries. Appreciation for Mr. & Mrs. Smallwood's donation was expressed.

Mrs. Smallwood made a motion to adjourn the meeting; seconded by Ms. Newsome. All signified by rising. The meeting adjourned at 2:15 p.m.

Secretary

Chairman