

LONESOME PINE REGIONAL LIBRARY
REGULAR BOARD MEETING
BOARD OF TRUSTEES
OCTOBER 1, 2020

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

ABSENT: Ms. Rebecca Scott
Ms. Ginnie Stokes

Others Present: Julie Short, Onedah Stanley and Debbie Yates.

The regular meeting of the Lonesome Pine Regional Library Board of Trustees was held on Thursday, October 1, 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 approve the agenda as presented. Mr. Allgyer seconded and the motion carried.

II. There were no citizens to speak.

Chairman Ellsworth shared a recent article highlighting LPRL'S Baby Sprouts program that appeared in the Kingsport Times News. Also, a flyer of upcoming Wise Fall Fling activities and the library's partnership with them was discussed. He noted the library was going in exciting new directions and this was encouraging news. He thanked Ms. Short for her leadership, ability to energize the staff, and encouragement to the board.

III. Mrs. Gilliam made a motion to approve the September 3, 2020 minutes as presented. Mrs. Smallwood seconded and the motion carried.

IV. Mrs. Smallwood presented the financial report. A printout of monthly payables for September 1 - September 30, 2020 and financial statements were distributed. After discussion, Mrs. Lester made a motion to accept the financial report as presented. Mr. Lewis seconded and the motion carried.

The following check numbers were reported:

	<u>Beginning</u>	<u>Ending</u>
General Fund	40776	40827

V. The following items were distributed to trustees via mail and board packs:
a. Monthly Payables List dated September 1 - September 30, 2020.

- b. Summary of Library Director's Report and Grant Information Update.
- c. Member and Address List of Friends of Lonesome Pine Regional Library Corporation as updated Sept. 3, 2020.
- d. Financial Statements.

Administration Highlights -

- Ms. Short updated trustees that the library's payroll software company notified her that it is not making any changes to our payroll process at this time to address the proposed Payroll Tax Holiday.
- As noted last month, the local Administrators requested submission of our costs associated with COVID-19 approved supplies for their consideration for reimbursement through the Cares Act funds. The library has received \$5,970.75 from Wise County and \$3,020.49 from Lee County. Two additional requests are still outstanding.
- Ms. Short also updated trustees of the Wise County Board of Supervisors' support concerning the closed-session matter discussed last month. The County Attorney is working through the process and Mr. Hatfield will be in touch.
- The Lois Tracy artwork, previously accepted by the Board of Trustees, has been received at the library from Helen Lewis. Mr. Bill Maxwell plans to cover the reframing project costs before these will be hung in the Wise Library.

Grants & Donations -

- LPRL has received an Institute of Museum and Library Science Training & Programming CARES Act Grant. After an extremely competitive process, Lonesome Pine is one of 68 organizations out of 1,701 applicants and the only public library in Virginia to receive the grant. Ms. Short recognized Ms. Newsome and Mr. Benke of UVA-Wise, Michael Gilley and Dr. Westover of MECC, and Steven Marshall at ETSU for their partnership with LPRL and their outstanding input and assistance to her in a very short time frame. The premise of the grant is to acquire digital tools, train employees in digital technology and services, offer digital resources to patrons, and launch new online programming. Our goal is to advance the knowledge/skill sets and the love of reading/learning in our communities. LPRL will partner with UVA-Wise, MECC and ETSU to provide staff training, classes and workshops. The grant will allow us to increase our database subscriptions, purchase computers and equipment for digital/virtual programming as well as necessary accessories, and fund a full-time, non-benefit Digital Coordinator position for two years.
- Ms. Short updated members on the LVA-administered IMLS CARES Act grant. The Hotspots purchased are circulating well. The SmartBus Router has been received and will be routed to housing developments and other outreach sites. We have received approval and are in the process of ordering more equipment, PPE, and eligible cleaning supplies for the remainder of the year.
- A Rapha Foundation grant has been awarded to the Friends of Lonesome Pine Regional Library Corporation. This private donation is the first grant awarded to the Friends Corporation and will fund preschool programs within its jurisdictions of Wise and Dickenson Counties and support outreach in the City of Norton.
- Final planning and implementation for the April 2021 Big Read celebration is underway.
- The Friends of J. Fred Matthews Memorial Library received a \$155.00 donation from Spearhead Trails.

Technology-

- The transfer of the library’s website hosting provider has been a smooth transition at a minimal cost. Once TLC notified us that they would no longer be serving as a website hosting provider, they guided us through to a new provider with excellent results.
- Administrative staff are beginning the new E-Rate filing cycle and compilation of information for the library’s annual online Bibliostat Report.
- Ms. Short and branch managers are collaborating on the 2020 Annual Report with a presentation expected in December/January.

Ms. Short and Chairman Ellsworth noted that there is a lot of new and positive activity for all library staff at this time. Chair encouraged the board to express their appreciation to staff as they interact with them. Chair expressed his appreciation to Ms. Short and Ms. Newsome for their involvement to partner with UVA-Wise for library staff classes and continue existing relationships with MECC and ETSU. Ms. Newsome also commended Ms. Short for all her efforts in grant writing and for receiving these awards.

VI. 1. Mrs. Gilliam reported that the By-Laws and Administration Review Committee met earlier today for the first time and will continue meeting monthly to review the different sections of the Policy Manual. At that time, the committee will present their recommendations to the full board for their consideration.

2. Mr. Allgyer reported that the Friends of the Lonesome Pine Regional Library Corporation held a brief annual meeting following last month’s board meeting. The officers elected for 2020-2021 will remain as follows:

Chris Allgyer -	Chair
Carolea Newsome -	Vice Chair
Ginnie Stokes -	Secretary/Treasurer

VII. Consideration of the temporary suspension of the Virginia Set-Off Debt Collection Program was tabled at last month’s meeting. Ms. Short described the current program process to trustees and presented some options. After board discussion, Ms. Phipps made a motion that the library participate in the Virginia Set-Off Debt Collection Program for FY2020-2021 to pursue collection for unreturned items only. Mrs. Gilliam seconded and the motion passed.

VIII. 1. Ms. Short reported that LPRL is in its final year of its current Strategic Plan 2017-2021. The planning process for the next Strategic Plan should begin as the Library of Virginia’s deadline is August 1, 2021. She distributed the 2016 survey and a draft of a new survey. She also reviewed the process done in 2016. After board discussion about the current COVID-10 health environment, the Board suggested proceeding without a formal survey process. Ms. Short will prepare a draft plan based on available information and informal input from stakeholders.

2. A draft position description for a Digital Coordinator was distributed. After discussion, Ms. Meade made a motion to approve the position description for Digital Coordinator as modified. Ms. Newsome seconded; and the position description was approved.

Mrs. Gilliam made a motion to adjourn the meeting. All signified by rising. The meeting adjourned at 1:56 p.m.

Secretary

Chairman