

LONESOME PINE REGIONAL LIBRARY
REGULAR BOARD MEETING
BOARD OF TRUSTEES
SEPTEMBER 3, 2020

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

ABSENT: Ms. Jennifer Meade
Ms. Rebecca Scott

Others Present: Wise County Administrator Mike Hatfield, Wise County Attorney Representative Mike Abbott, Julie Short, Onedah Stanley and Debbie Yates.

The regular meeting of the Lonesome Pine Regional Library Board of Trustees was held on Thursday, September 3, 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. After explaining the addition of a new agenda item, Mr. Ellsworth welcomed Wise County Administrator Mike Hatfield and Mike Abbott, in his capacity as County Attorney Representative, to the meeting to provide guidance on the new business item. Mrs. Gilliam made a motion to adopt the printed agenda as presented. Mr. Allgyer seconded and the motion carried.

Ms. Stokes made a motion to enter into Closed Session in accordance with the Virginia Freedom of Information Act, pursuant to the Privacy exemption at Section 2.2-3711 Paragraph (A) (4) and Legal Advice exemption at Section 2.2-3711 (A) (7) with the presence of Ms. Julie Short, Regional Library Director; Mr. Mike Hatfield, Wise County Administrator; and Mr. Mike Abbott, Wise County Attorney Representative. Mrs. Smallwood seconded; the motion carried. Open Session was resumed by all Trustees voting in the affirmative for Certificate of Closed Session.

Ms. Newsome made a motion to encourage the Wise County Administration and the Board of Supervisors to proceed with investigating an opportunity to solicit a donation by an unnamed donor for the benefit of C. Bascom Slep Memorial Library. Mr. Lewis seconded and the motion carried unanimously. Chairman Ellsworth expressed appreciation to Mr. Hatfield and Mr. Abbott for their attendance and guidance. Mr. Hatfield and Mr. Abbott exited the meeting.

II. There were no citizens to speak.

III. Mrs. Gilliam made a motion to approve the July 30, 2020 minutes as presented. Ms. Stokes seconded and the motion carried.

IV. Mrs. Smallwood presented the financial report. Printouts of monthly payables for July 1 - July 31, 2020 and August 1 - August 31, 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	40654	40775

V. The following items were distributed to trustees via mail and board packs:

- a. Monthly Payables Lists dated July 1 - July 31 and August 1 - August 31, 2020.
- b. Summary of Library Director's Report.
- c. Member and Address List of Friends of Lonesome Pine Regional Library Corporation.
- d. LPRL Policy & Procedure Manual information concerning the Virginia Set-Off Debt Collection Program.
- e. Public Use Stats from July and August 2020.
- f. Financial Statements.

Administration Highlights -

- The staffing procedures in place seem to be working well. Preschool face-to-face programs and virtual afterschool programs as well as some adult programs are underway.
- Administrative staff are researching the President's Executive Order regarding the Payroll Tax Holiday. There seems to be some uncertainty about how this order will be implemented with many employers opting not to proceed because it appears there will be some type of future repayment plan for employees. Once details are forthcoming, the Library Board may want to review any proposals regarding the library's payroll process.
- Administrative staff are in the initial steps of implementing the Institute of Museum and Library Services COVID CARES Act grant administered through the Library of Virginia. We have received and are beginning to circulate 45 hotspots and a SmartBus router with data plans covering a one-year period. Ms. Short informed the board of several more purchase requests awaiting final approval.
- In the meantime, local Administrators have offered or are seeking approval for reimbursement of our costs through the County's COVID Cares funds for PPE, Plexiglas installations, cleaning supplies, etc. dating March 1 through July 31. By county, we have expended: Wise County - \$5,970.75; Dickenson County - \$2,178.08; Lee County - \$3,020.49; and Scott County - \$1,066.29.

VI. There were no Reports of Committees.

VII. There was no Unfinished Business.

VIII. 2. Ms. Short reviewed the chart from last fall's board discussions about strategic direction when reviewing the Trustee's Handbook. At that time, it was recommended that the first order of business would be to form a By-Laws Review Committee and an Organization & Administration Review Committee. Chairman Ellsworth stated that he would like to combine those two initiatives and appoint a small committee to work together to bring a report to the full board for their consideration. Mr. Ellsworth will chair the committee and appointed Ms. Phipps and Mrs. Gilliam to join him.

3. Due to the expiration of the service term, Chairman Ellsworth appointed Ms. Scott as the Scott County representative to the Friends of the Lonesome Pine Regional Library Corporation. Ms. Stokes was reappointed for a new term as the representative from the City of Norton.

4. Ms. Short discussed the Virginia Set-Off Debt Collection Program with the trustees. A copy of LPRL Policy & Procedure Manual's Virginia Set-Off Debt Collection Program (page 31) was distributed for trustees review. After board discussion, Mrs. Gilliam made a motion to table any action at this time to allow for information gathering. Ms. Stokes seconded, the motion carried.

Mrs. Lester made a motion to adjourn the meeting; seconded by Mrs. Phipps. All signified by rising. The meeting adjourned at 2:05 p.m.

Mr. Allgyer announced a brief meeting of the Friends of Lonesome Pine Regional Corporation immediately after dismissal of the Board of Trustees meeting today.

Secretary

Chairman