

LONESOME PINE REGIONAL LIBRARY  
REGULAR BOARD MEETING  
BOARD OF TRUSTEES  
MARCH 3, 2022

PRESENT: Mr. Lu Ellsworth  
Mrs. Roberta Smallwood  
Mr. Chris Allgyer  
Mrs. Ethel Daniels  
Ms. Martha Jett  
Ms. Carolea Newsome  
Ms. Sheila Phipps  
Ms. Tammy Scott

ABSENT: Ms. Jennifer Meade  
Ms. Rebecca Scott  
Ms. Earlene Lester

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, March 3, 2022 in the Harris Art Gallery at the Wise County Public Library.

The meeting was called to order by Chairman Ellsworth at 1:00 p.m.

I. Mr. Allgyer made a motion to adopt the agenda as distributed. Mrs. Daniels seconded and the agenda was adopted.

II. There were no citizens to speak.

III. Mrs. Smallwood made a motion to approve the February 3, 2022 minutes as presented. Ms. Jett seconded and the motion carried.

IV. 1. Mrs. Smallwood reported that monthly payables had been reviewed. Printouts of monthly payables and financial statements were distributed for Trustee information. After discussion, a motion was made by Mrs. T. Scott to receive the financial report. Ms. Newsome seconded and the motion carried.

The following check numbers were reported:

	<u>Beginning</u>	<u>Ending</u>
General Fund	41970	42041

2. Ms. Stanley, Business Manager, identified budget adjustments made since the beginning of the fiscal year. After discussion, a motion to approve the budget adjustments as presented was made by Mrs. Daniels. Mr. Allgyer seconded and the motion passed.

V. 1. Director's Report

Ms. Short noted that LPRL is celebrating National Read Across America Week in conjunction with Dr. Seuss' birthday (March 2) with activities and programming to promote reading region-wide. Photos highlighting the events will be shared with trustees at the April meeting.

- The E-Rate Form 471 has been successfully submitted. The E-Rate funding process for this fiscal year is nearing completion. A three-year contract with our internet provider expires at the end of the current cycle. Administrative staff will begin the process of requesting bids as required by E-Rate guidelines when this cycle ends.
- After Board approval of the FY2022-2023 budget, LPRL budget requests were submitted to our localities.
- Virginia Risk Sharing Associates, LPRL's insurance carrier, is conducting a review of our policy coverages. An assessor is scheduled for an on-site viewing of four of our libraries on March 8 as part of the process.
- Administrative staff are in the process of completing the health insurance renewal, a mid-term report of ARPA grant expenditures to Library of Virginia, and the annual contract renewal with Culpeper County for mailbox services.
- Managers and programmers enjoyed a joint National Library Week brainstorming session via Zoom. Ms. Short is impressed with proposed new initiatives and ideas. Photos highlighting programs and events will be shared with trustees in her upcoming reports.
- Managers are completing the annual performance review for their employees.
- During the LPRL WiFi upgrade, an equipment malfunction has proven to be a difficult endeavor for the provider and IT staff to remedy system-wide. She was pleased to announce that she had been notified this morning that the malfunction has been corrected and implementation of the new connection can begin for each location. The new system promises to provide a broader range of WiFi with faster speed for patrons. Ms. Short noted that funds from the ARPA grant were allocated for the WiFi upgrade and that repair costs are covered under warranty.
- Ms. Short highlighted some upcoming administrative and staff training sessions she is scheduled to attend and looks forward to sharing new ideas with trustees.

## 2. Performance Review

- Ms. Short reminded trustees of the annual Director's performance review and discussed the process on behalf of the new trustees. Instructions and forms were distributed to each trustee.

Chairman Ellsworth noted that he would be available to address any questions trustees might have concerning the Director's performance review process. He invited trustees to visit or participate in community events at their local library whenever possible. He also encouraged trustees to contact Ms. Short with any questions or concerns they may experience regarding LPRL libraries.

The following items were distributed in Trustees' folders:

- ❖ Financial Statements for December 2021 & January 2022
- ❖ LPRL Gifts Policy

VI. Mr. Allgyer announced that the Friends of Lonesome Pine Regional Library Corporation would meet immediately after adjournment of the Board of Trustees meeting today.

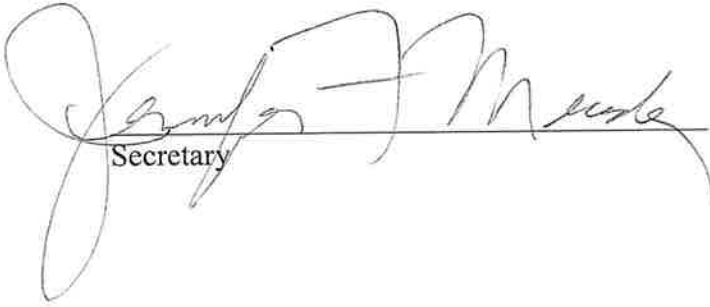
VII. No unfinished business.

VIII. 1. A donation letter from Dickenson County Partners for Prevention Coalition was distributed for trustees' consideration. The Coalition wishes to donate a handmade boat-shaped bookshelf to the Clintwood Library for use in displaying initiatives to promote mental health awareness. Ms. Kim Rose, Branch Librarian for Jonnie B. Deel Memorial Library, participated virtually in the meeting to present the request and discuss options. After discussion, Chairman Ellsworth recommended to defer action for one month. He also recommended that Ms. Short, Ms. Rose and the two Dickenson County trustees meet at the Clintwood Library as a group to further discuss options. All trustees acknowledged agreement and the matter was deferred to the April meeting.

No further business was discussed.

Chairman Ellsworth announced the next board meeting is April 7, 2022 at 1:00 p.m. in the Art Gallery at the Wise County Public Library.

Meeting adjourned at 1:45 p.m. by a motion from Mr. Allgyer; seconded by Ms. Newsome.

  
Secretary

  
Chairman