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LONESOME PINE REGIONAL LIBRARY
REGULAR BOARD MEETING
BOARD OF TRUSTEES
July 13, 2023

PRESENT:	Mr. Lu Ellsworth	ABSENT:	Ms. Martha Jett
	Ms. Jennifer Meade		Ms. Sheila Phipps
	Mrs. Roberta Smallwood		Ms. Rebecca Scott
	Mr. Chris Allgyer		
	Mrs. Ethel Daniels		
	Mrs. Earlene Lester		
	Ms. Carolea Newsome		
	Ms. Tammy Scott		

Others Present: Shannon Steffey, Director
Hazel Jessee, Branch Manager – Wise County Public Library
Onedah Stanley, Business Manager
Debbie Yates, Administrative Assistant

The regular meeting of the Lonesome Pine Regional Library Board of Trustees was held on Thursday, July 13, 2023 in the Harris Art Gallery at the Wise Public Library. Chairman Ellsworth called the meeting to order at 1:00 p.m. and welcomed Ms. Steffey to her first board meeting in her official capacity as Director of the Lonesome Pine Regional Library. He requested a moment of silence in sympathy of two administrative staff who each recently lost an immediate member of their family.

I. Ms. T. Scott made a motion to adopt the agenda as presented. Ms. Meade seconded and the agenda was approved.

The election of officers for 2023-2024 was commenced by Mr. Allgyer, Chairman of the Nominating Committee. The committee's nominations for officers were as follows:

- ❖ Chair – Lu Ellsworth
- ❖ Vice Chair/Secretary – Jennifer Meade
- ❖ Treasurer – Roberta Smallwood

There were no additions or modifications from the floor. Mr. Allgyer expressed the Nominating Committee's desire to continue with the strong leadership in place and, with the nominees' acknowledgement of their willingness to accept, he asked for a motion to approve the proposed slate of officers for 2023-2024 by acclamation vote. Motion by Ms. Newsome; seconded by Ms. Lester, the motion carried unanimously.

Chairman Ellsworth thanked the Nominating Committee for their efforts in this important task and for the board's continued support as the regional library system moves into the next phase in its development.

II. There were no citizens to speak.

III. 1. Mrs. Daniels made a motion to approve the June 1, 2023 minutes as presented. Ms. Meade seconded and the motion carried.

2. Mr. Allgyer made a motion to approve the June 29, 2023 minutes as presented. Ms. T. Scott seconded and the motion carried.

IV. Ms. Smallwood reported that monthly payables had been reviewed. After discussion, a motion was made by Mrs. Lester to receive and approve the financial report. Mr. Allgyer seconded and the motion carried.

The following check numbers were reported:

	<u>Beginning</u>	<u>Ending</u>
General Fund	43058	43118

V. Director's Report -

Ms. Steffey welcomed trustees and introduced herself with some brief personal and professional background and highlights. She stated she is excited to be a part of Lonesome Pine Regional Library and is impressed with the staff's positive teamwork.

Library Highlights

- Ms. Steffey was pleased to note that some of LPRL's libraries have been receiving nice publicity in the local newspapers for recent programming events. The articles were circulated for trustee viewing.
- Ms. Steffey's PowerPoint presentation included photos of library activities as each branch promoted a "countdown" to Summer Reading. Flyers depicting activities and entertainers were designed and displayed in each library and on social media. The week of June 12 was the official start of summer programming with each branch celebrating with a kickoff and registration event. Special entertainment for the week of June 19 was Farmer Minor and Daisy the Pig. Bright Star Theatre performers presented an Old MacDonald Sing-Along for the week of June 26.
- The nature programs presented by Natural Tunnel staff continue to be a success. Adult programming was well attended in June. Ms. Steffey was pleased to see an increase in the number of programs being offered for our adult population in the region. Demographics show that the elderly and adult category is increasing. Crafting activities and other special interest programming are a good way to connect with adults.
- The Scott County Library had a "yarn bombing" event in June. Library staff as well as patrons participated in the event. Handmade crochet/knit decorations were creatively displayed on the exterior of the library building and grounds. The Library of Virginia publishes an adult services newsletter and library directors are invited to share programming ideas. Ms. Steffey worked with Scott County branch manager, Stephanie Griffin, to submit the yarn bombing event for consideration.

Administrative Highlights

- All local budgets have been finalized.
- The Library of Virginia has been advised that the state budget for FY2023-2024 is not yet complete.
- Administrative staff are in the process of updating authorized signatory information for LPRL's regional and branch banking accounts. Ms. Steffey has scheduled an introductory meeting at each branch library during August and plans to visit each bank to complete the process.
- A new E-rate contract started July 1. The provider installed some new equipment at the regional office this week enabling the faster internet speeds at the lower cost as per contract.

Grants/Donations

- The 2023 Lee County Community Foundation grant has been funded. Fund expenditures include a video conference recording device, laptop and accessories as an additional enhancement to the library’s adult programming. Ms. Jennifer Hall, LPRL IT Manager, is installing and updating equipment and providing training this week for the Lee County Library staff.
- The RAPHA Foundation grant award for FY2023-2024 has been funded. The funds will benefit pre-school programming in the Wise and Dickenson County libraries and outreach for the City of Norton.

Ms. Steffey informed trustees of some virtual workshops available August 1, 2, and 3 through the Library of Virginia. Anyone interested in attending should see her for further information.

Chairman Ellsworth complimented library staff for much work accomplished in a short amount of time. He also noted he had the pleasure of seeing the library parking lot overflowing for a recent summer reading program event. A common goal for library administration is to continue to provide programming for community involvement with the library. Ms. Steffey also commended library staff for coordinating regular programming in addition to summer reading programming.

The following items were distributed in Trustees’ folders:

- ❖ Accounts Payable Checks for month of June 2023
- ❖ Monthly Stats Reports for April 2023

VI. In accordance with the LPRL By-Laws, the election of members for the 2023-2024 Executive Committee is due. The chairman made a proposal that the 2023-2024 Executive Committee be comprised of the following members:

- | | |
|-----------------|--------------------|
| Shannon Steffey | - Library Director |
| Lu Ellsworth | - Wise County |
| Ethel Daniels | - City of Norton |
| Carolea Newsome | - Dickenson County |
| Tammy Scott | - Lee County |
| Jennifer Meade | - Scott County |

After discussion, Mr. Allgyer made a motion to accept the proposed representatives for the 2023-2024 Executive Committee; seconded by Mrs. Smallwood. The motion carried unanimously.

VII. Unfinished Business - For clarification purposes, Chairman Ellsworth noted that the proposed agenda as circulated had an item that is not included on the agenda adopted today. Ms. Jessee explained that board action had been taken at the previous meeting. No further action was required and the item was removed the agenda.

VIII. 1. Ms. Jessee explained that all LPRL banking records need to be updated to reflect the administrative change and add Ms. Steffey as an authorized signatory. A sample letter was distributed. After discussion, Mr. Allgyer made a motion to allow Chairman Ellsworth to sign letters requesting the change in authorized signatories for each bank account. Ms. Meade seconded and the motion carried.

A written fundraising request was submitted by the Friends of the Wise County Public Library to have a backpack raffle with the drawing in September. A copy of the request letter was distributed in board packs. Ms. Daniels presented the request and thanked trustees for their consideration. Mrs. Smallwood made a motion to approve the proposed fundraising request; seconded by Mrs. Lester. The motion carried.

Chairman Ellsworth was made aware of some scheduling conflicts for trustees during discussion of the next meeting date. Mrs. Daniels made a motion for the next regular meeting of the board to be on September 7. Seconded by Mr. Allgyer, the motion was approved.

No further business was discussed. Chair adjourned the meeting at 1:55 p.m.


Secretary


Chairman