

LONESOME PINE REGIONAL LIBRARY
REGULAR BOARD MEETING
BOARD OF TRUSTEES
September 7, 2023

PRESENT: Ms. Jennifer Meade
Mrs. Roberta Smallwood
Mr. Chris Allgyer
Mrs. Ethel Daniels
Mrs. Earlene Lester
Ms. Carolea Newsome
Ms. Rebecca Scott
Ms. Tammy Scott

ABSENT: Mr. Lu Ellsworth
Ms. Martha Jett

Others Present: Shannon Steffey, Director
Onedah Stanley, Business Manager
Debbie Yates, Administrative Assistant

The regular meeting of the Lonesome Pine Regional Library Board of Trustees was held on Thursday, September 7, 2023 in the Harris Art Gallery at the Wise Public Library. Vice Chair Meade noted that Chairman Ellsworth would not be able to attend today's meeting due to a family matter. She asked trustees to keep Chairman Ellsworth and his family in their thoughts. The meeting was called to order at 1:00 p.m.

- I. Mrs. Daniels made a motion to adopt the agenda as presented. Mr. Allgyer seconded and the agenda was approved.
- II. There were no citizens to speak
- III. Mr. Allgyer made a motion to approve the July 13, 2023 minutes as presented. Ms. T. Scott seconded and the motion carried.
- IV. 1. Mrs. Smallwood reported that monthly payables had been reviewed. After discussion, a motion was made by Mr. Allgyer to receive the financial report. Mrs. Lester seconded and the motion carried.

The following check numbers were reported:

	<u>Beginning</u>	<u>Ending</u>
General Fund	43119	43252

2. Ms. Onedah Stanley, Business Manager, presented year-end budget adjustments for FY2022-2023. After discussion, Mrs. Lester made a motion to accept the budget adjustments as presented. Ms. Newsome seconded and the motion passed.

V. Director's Report -

Administrative Highlights

- The Library of Virginia announced that State Aid funding has experienced an increase for FY2023-24 but individual library calculations have not been completed. Ms. Steffey will provide an update at the next board meeting.

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- Ms. Steffey scheduled an introductory visit at each branch library during the month of August. She viewed each location, met the staff and asked for feedback from the branch managers. She and the branch manager also went to their local bank to make the change in LPRL Director for branch banking records.
 - Administrative staff and board officers plan to visit the local bank for the regional banking accounts today to update their records.
 - Entertainers for LPRL Summer Reading 2024 are booked.
 - Ms. Steffey described the training webinars and online conferences she and administrative staff have attended since July.
 - As the new Library Director, Ms. Steffey has been networking with library partners, supporters, county administrators to introduce herself and also to obtain feedback.
 - On August 31, the Wise Library hosted the monthly meeting of the Wise County & City of Norton Chamber of Commerce. Ms. Steffey presented a program highlighting LPRL's various in-house and online library services available to support local businesses. She expressed her gratitude to the Friends of Wise Library for sponsoring the event. She expressed her appreciation of the library staff for their support in hosting the meeting.

Grants/Donations

Ms. Steffey updated the progress on recent grant projects -

- A Lee County Community Foundation grant was awarded to fund the purchase of video conferencing equipment for the Lee County Library. LPRL's IT Coordinator has completed installation and training of library staff. The equipment is available for check-out by Lee County organizations.
- Phipps Foundation funds were used to purchase acid-free storage boxes for Dickenson County libraries. The branch librarian is in the process of selecting materials for storage.
- A 2023 Rapha Foundation grant awarded to the Friends of Lonesome Pine Regional Library Corporation will continue to fund preschool programs within its jurisdictions of Wise and Dickenson County and outreach in the City of Norton. Selection of materials is underway pertaining to the theme of classical children's stories.
- A Gibbs Foundation grant request for 2023 was completed and submitted on behalf of the Big Stone Gap Library.

Ms. Steffey expressed her appreciation for the grant initiatives which allow the library to continue to support our children's programming and our community.

Library Highlights

Photos were shared from each branch library depicting July and August events. LPRL's Summer Reading Programs, back-to-school bash, meet-the-teacher events, and community outreach activities were some of the featured highlights. Entertainment for summer reading provided by Bubble Brigade and Rockin' with Leonardo were successful programs and well attended. LPRL's regular preschool programming returned in August with Baby Sprouts, Little Pines and Trailblazers Afterschool.

Board discussion followed. Vice Chair Meade expressed the board's pleasure with the library staff's community outreach efforts.

The following items were distributed in Trustees' folders:

- ❖ Accounts Payable Checks for month of July and August 2023
- ❖ Monthly Stats Reports for May, June and July 2023
- ❖ Policy & Procedure Manual revision insert

VI. Reports of Committees - Mr. Allgyer, Chairman of the Friends of Lonesome Pine Regional Library Corporation, announced that the Friends Corporation will meet October 5 following the regular board meeting. An agenda will be distributed. He reported that The Rapha Foundation grant award for 2023 had been deposited into the Friends Corporation bank account.

VII. Unfinished Business - None

VIII. 1. Fundraising Requests -

a. A written fundraising request was submitted by the Friends of the Jonnie B. Deel Memorial Library to host a used book sale at the library on September 14-16. All money raised will be deposited into the Friends' bank account and will be used to support library programs and services; specifically the Christmas in the Park community event. A copy of the request letter was distributed in board packs. Mrs. Daniels made a motion to approve the proposed fundraising request; seconded by Mr. Allgyer. The motion carried.

b. A written request was submitted by the Friends of Wise Library to hold a Memorial Tree fundraiser. Ornaments with names in memory of or in honor of individuals will be sold and placed on the tree. There will also be a smaller tree for animals. The trees will be displayed from November 27, 2023 - January 2, 2024. All money raised will be used to support library programs and services. Ms. T. Scott made a motion to approve the proposed fundraising request; seconded by Mrs. Smallwood. The motion carried.

c. Friends of the Haysi Community Library submitted three fundraising requests for the board's consideration. Their first request is for permission to host a BINGO night fundraiser at the library on a Tuesday evening between 5:00 to 6:30 p.m. It would be a family event, with small non-cash prizes for adults and children. For an entry fee of \$10, attendees can play an unlimited number of games. All money raised from the three proposed fundraisers will be deposited into the Friends' bank account to support library programs and services. A motion to approve the proposed fundraising request was made Ms. Newsome; seconded by Mrs. Lester. The motion carried.

Their second request is for permission to offer a Santa's Secret Shop for children at the library. The "shop" will be open on certain days in December for children to purchase small items for their friends and family. The Friends will seek private donations from local businesses to provide the shop's merchandise. Ms. T. Scott made a motion to approve the proposed fundraising request; seconded by Ms. R. Scott. The motion carried.


The third request is for permission to sell handmade Christmas ornaments in November. The ornaments will be displayed on a Christmas tree at the library and can be personalized with a name and/or date. Mrs. Lester made a motion to approve the proposed fundraising request; seconded by Ms. R. Scott. The motion carried.

d. The Friends of the Library for C. Bascom Slep Memorial Library is requesting permission to hold a Halloween basket raffle sale for the month of October. Beginning October 1, they will accept donations to win a Halloween-themed basket. All money raised will be used to benefit the library programs and services. A motion was made by Ms. R. Scott to approve the proposed fundraising request; seconded by Mr. Allgyer. The motion carried.

Vice Chair expressed her appreciation to trustees for their participation and support of Lonesome Pine Regional Library.

No further business was discussed. Mrs. Smallwood made a motion to adjourn; seconded by Mrs. Daniels. The meeting adjourned at 1:55 p.m.


Secretary


Chairman