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LONESOME PINE REGIONAL LIBRARY  
REGULAR BOARD MEETING  
BOARD OF TRUSTEES  
DECEMBER 14, 2023

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

Others Present: Larry Sturgill, CPA, Auditor  
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, December 14, 2023, in the Harris Art Gallery at the Wise Public Library. The meeting was called to order at 1:05 p.m. by Vice-Chair Meade. She welcomed everyone to the meeting and thanked trustees for their time and dedication to the library board.

I. Vice-Chair Meade stated that a new item has been added to the agenda under IX. New Business. Mr. Allgyer made a motion to adopt the agenda as presented. Mrs. Daniels seconded and the agenda was approved.

Vice-Chair Meade noted that Chairman Ellsworth was not present for the meeting due to a death in his family and asked that trustees keep him and the family in their thoughts and prayers.

II. Vice-Chair Meade welcomed Larry Sturgill, auditor from the accounting firm of Larry D. Sturgill, P.C., to the meeting. Mr. Sturgill presented Lonesome Pine's FY2023 Audit Report, highlighting pertinent sections of interest. The library administration was commended for its bookkeeping practices. Mr. Sturgill encouraged trustees to contact him with any questions they may have after further review of the report. Ms. Newsome thanked Mr. Sturgill for his work on the audit report and commended Ms. Stanley, LPRL Business Manager, for her continued accomplishment of an excellent audit. Vice-Chair Meade was in agreement and stated that the library staff does well making sure LPRL budget and finances are managed efficiently and effectively. Mrs. Daniels made a motion acknowledging trustees received a hard copy of the Audit Report and heard Mr. Sturgill's oral presentation today; seconded by Ms. Barton. The motion carried unanimously. Mr. Sturgill was excused from the meeting.

III. There were no citizens to speak.

IV. Mrs. Lester made a motion to approve the November 2, 2023, minutes as presented. Mrs. Smallwood seconded and the motion carried.

V. Mrs. Smallwood reported that monthly payables had been reviewed. After discussion, a motion was made by Ms. R. Scott to accept the financial report as presented. Ms. Barton seconded and the motion carried.

70 The following check numbers were reported:

	<u>Beginning</u>	<u>Ending</u>
General Fund	43372	43444

VI. Director's Report -

Local newspaper articles highlighting programming events at the Wise Public Library and Scott County Public Library were distributed for trustees to view.

**Donations**

- Wise Public Library received a \$75 donation toward children's programming by the parents of an attendee. The family praised the library's programming over others their child had attended in larger urban cities.

**Administrative Highlights**

- Ms. Steffey stated that two part-time positions have been successfully filled. She felt that the use of Indeed.com has been beneficial in the recent hirings. She noted a noticeable increase in applicants online. She has completed the process for the Virginia Employment Commission's online site and plans to use the site for future job postings for more exposure.
- The annual Bibliostat report has been completed and submitted on schedule to the Library of Virginia. The report is an online survey of statistics that the Library of Virginia compiles for administrative oversight. Ms. Steffey expressed her gratitude to the administrative staff for their efforts in compiling and completing the survey in a timely manner.
- Administrative staff is also compiling data for the development of FY2022-2023 LPRL Annual Report.

**Library Highlights**

The Director's PowerPoint presentation showcased a variety of programs and activities representing the fall season and holidays celebrated in November. Adult crafting classes were well attended and photos were shared of participants with their completed projects. School and community-based outreach events were attended by library staff during the month. Clintwood Library hosted local author Heather Lyall. Classic Storybook Character Dress-up days and programs recognizing First Responders were popular with the children. There were some Christmas-themed activities at the end of the month. Big Stone Gap Library participated in the Festival of Trees at the Southwest Virginia Museum Historical State Park. A Christmas craft program was presented at the Clinchco Senior Center by the Clintwood Library. Haysi Library presented a train ornament craft program and served hot chocolate at the library for patrons to enjoy after the annual Santa Train event. Ms. Steffey was pleased that the libraries were connecting with the community through their programming themes.

Ms. Steffey discussed the need for policy updates concerning the LPRL Policy and Procedure Manual and suggested a policy review committee be appointed. Trustees were asked to consider the task for further discussion at the next meeting and who would like to serve on the committee.

The following items were distributed in Trustees' folders:

- ❖ Financials ending August 31, 2023.
- ❖ Accounts Payable Checks Listing for month of November 2023
- ❖ Monthly Stats Report for October and November 2023

VII. Reports of Committees - None

VIII. Unfinished Business - None

IX. 1. a. A fundraising request letter was submitted by Friends of the J. Fred Matthews Memorial Library for permission to conduct a basket giveaway. Tickets will be available for purchase January 1 to January 31 at a cost of \$1.00 per ticket or \$5.00 for 6 tickets. All profits will go to the Friends of J. Fred Matthews Memorial Library. A copy of the request letter was distributed in board packs. Mrs. Smallwood made a motion to approve the proposed fundraising request; seconded by Mrs. Lester. The motion was approved.

b. Two fundraising proposals were submitted by Friends of the Scott County Library for consideration. From January 8 to February 4, empty coin rolls will be available for patrons to fill and return for the Friends of Scott County Public Library as a donation. In return, the patrons will be given a paper entry for each \$1 they donate with a winner to be drawn at the end of the fundraiser. The winner will receive a prize (valued at \$20) purchased by the Friends from Maple Tree Book Store in Gate City. Ms. R. Scott make a motion to approve the proposed fundraiser; seconded by Ms. Barton. The motion was approved.

The second fundraising proposal submitted was for a Valentine pet photoshoot. Supplies for the photo props will be donated by a member of the Friends and Ms. Stephanie Griffin, Scott County Public Library Branch Manager will be the photographer. The photoshoot will take place outside of the library on Saturday, February 3. An alternate date has been named in case of inclement weather. The cost of each photoshoot is set at \$10 with the participant to receive four digital photos. Mrs. Lester made a motion to approve the photoshoot fundraiser; seconded by Mr. Allgyer. The motion was approved.

2. Ms. Steffey requested the board's input concerning the date of the next meeting. After discussion, a motion was made by Mrs. Smallwood to schedule the next board meeting for Thursday, February 1, 2024. Ms. Barton seconded and the motion passed.

3. Ms. Newsome made a motion to enter into Closed Session in accordance with the Virginia Freedom of Information Act, pursuant to Code Section 2.2-3711 Paragraph (A) (4), Privacy exemption. Ms. Barton seconded; the motion carried.

Ms. Newsome made a motion to return to open session; seconded by Ms. Barton. Open Session was resumed by all Trustees voting in the affirmative for Certificate of Closed Session. No action was taken in regard to matters discussed in closed session.

Before the conclusion of the meeting, Mrs. Daniels asked trustees to consider making a donation in memory of Phyllis Hatcher. After discussion, Mrs. Daniels made a motion that a \$100 donation be made to the Pro-Art Association in memory of Phyllis Hatcher from the LPRL Board of Trustees. Trustees were directed to submit their funds to Mrs. Smallwood by January 1. Mrs. Barton seconded and the motion carried.

Mrs. Daniels also made a request that trustees consider giving a Christmas bonus to all LPRL employees as a token of the board's appreciation. After discussion, Mrs. Daniels made a motion that each LPRL employee receive a \$25 gift card as a token of appreciation for their efforts this past year. Mrs. Lester seconded and the motion carried.

Vice-Chair Meade extended happy holiday wishes to all. Trustees also expressed their condolences to Ms. Meade on the loss of her mother earlier in the month.

By consensus agreement, trustees requested that their monthly board meeting packets be electronically transmitted to assist in reducing paper and postage costs.

No further business was discussed. The meeting adjourned at 2:15 p.m.

  
Secretary

  
Chairman