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LONESOME PINE REGIONAL LIBRARY
REGULAR BOARD MEETING
BOARD OF TRUSTEES
FEBRUARY 1, 2024

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

ABSENT: Mrs. Ethel Daniels
Ms. Carolea Newsome

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, February 1, 2024, at the Wise Public Library. The meeting was called to order at 1:00 p.m. by Chairman Ellsworth. He expressed his deep appreciation for all expressions of condolence upon his wife's passing.

I. Vice-Chair Meade made a motion to adopt the agenda as presented. Ms. Lester seconded and the agenda was adopted.

II. There were no citizens to speak.

III. Mr. Allgyer made a motion to approve the December 14, 2023, 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 for December 2023 and January 2024 and financial statements were distributed. After discussion, a motion was made by Mr. Allgyer to accept the financial report as presented. Ms. Barton seconded and the motion carried.

The following check numbers were reported:

	<u>Beginning</u>	<u>Ending</u>
General Fund	43445	43555

2. The proposed budget for FY2024-2025 was distributed for Board review. Ms. Stanley, Business Manager, presented and discussed the proposed budget report. Ms. Stanley explained that this has been a difficult budget to prepare with so many unknown variables. Exact information was not available prior to budget submission dates to our local governments. After discussion, Ms. Barton made a motion to approve the budget for FY2024-2025 as presented. Ms. Lester seconded; the motion passed.

Chairman Ellsworth and Ms. Steffey praised Ms. Stanley's excellent work on budget preparation despite the difficult circumstances.

V. 1. Director's Report -

Donations

- A Gibbs grant has been awarded to the Big Stone Gap Library for a "Music and Movement" program. The program will be presented in conjunction with a pop-up library. Ms. Steffey talked about the new equipment and materials the funding will provide to support healthy movement set to music. Programming is being developed for children's classes as well as for senior adult classes.
- A donation of \$250 was received for the Negetha Powers collection at the Haysi Public Library.

Administrative Highlights

- Administrative staff have been working on the design and compilation for the annual report, employee W-2 forms, 1099 tax forms, payroll quarterly reports and unemployment reports.
- Annual performance evaluations are underway with an expected completion date in March for all employees.
- E-Rate recertification is in place for this year.
- Ms. Steffey participated in several helpful webinars sponsored by the Library of Virginia in December and January. Also, Ms. Steffey and IT Manager participated in a demonstration of new software being offered by the Library of Virginia for use in conjunction with reading challenges.
- Ms. Steffey continues to be pleased with the use of Indeed.com in providing qualified applicants for LPRL job postings. Recent new hires include a part-time custodian for Big Stone Gap Library, a programming specialist for St. Paul Library, and a weekend library assistant at the Scott County Library.
- Clintwood Library and Scott County Library experienced some heating issues during the recent severe weather. Operating hours were adjusted until the issues were resolved. Ms. Steffey expressed her appreciation to the staff and county administration for their cooperation and assistance in resolution. A heating unit issue in the Mailbox Library area at the Wise Library was reported and replacement parts are on order.
- January's severe weather resulted in roof leaks for the Wise Public Library. Ms. Steffey plans to meet with the Wise County Administrator to get a full report of damage and will update trustees.
- LPRL is partnering with Mountain Empire Older Citizens in a community-centered service employment program and also for a possible book club at some of MEOC's senior programs.
- Local teachers have identified 7th grade reading skills are below average across the board. LPRL libraries will partner with local schools to host programs during the summer to improve reading skill levels.
- Funds have been earmarked for purchase and installation of surveillance cameras for Wise, Dickenson, and Scott County libraries for 2024. Administrative staff received training on use of the equipment. Cameras have been installed for one location.

Library Highlights

The Director's PowerPoint presentation shared photos from programs and activities held December through January. LPRL libraries were pleased to participate in community Christmas

outreach programs, local parades, and treat distributions. Santa came to visit with the children and lots of photos were taken. All programming children received a book for Christmas at all LPRL libraries. Bingo night, adult crafting, book clubs, and crochet clubs remained popular and well-attended. Haysi Library hosts a gingerbread house contest in December which is a popular annual event in their community.

The following items were distributed in Trustees' folders:

- ❖ Financial Statements
- ❖ Accounts Payable Checks Listing for month of December 2023 and January 2024.
- ❖ Proposed Budget for FY2024-2025 documents.

2. LPRL's Annual Report FY2022-2023 was distributed to trustees. Ms. Steffey gave a brief overview of the development of the annual report and highlighted areas of interest throughout the report. She noted it was a new learning experience for her. She was pleased to be a part of the process and was impressed with the yearly statistics. Discussion ensued. There was trustee consensus approving the design and composition of the report.

VI. Reports of Committees - None

VII. Unfinished Business - None

VIII. 1. At the December meeting, Ms. Steffey asked the board to consider forming a policy review committee. Chairman Ellsworth opened the discussion. There was board consensus to form a policy review committee that would be comprised of one member from each locality.

Chairman Ellsworth appointed the following trustees for a Policy Review Committee:

Chris Allgyer -	Wise Co.
Rebecca Scott -	Scott Co.
Tammy Scott -	Lee Co.
Carolea Newsome -	Dickenson Co.
Ethel Daniels -	City of Norton

Mr. Allgyer accepted a request to chair the committee. After further discussion, he noted he would research procedural rules and be in contact with committee members.

Chairman Ellsworth proposed that the next regular board meeting be conducted at the Scott County Public Library on March 7, 2024. There was no opposition and no further business was discussed. The meeting adjourned at 2:40 p.m. by a motion from Vice-Chair Meade; all signified by rising.


Secretary


Chairman

