

LONESOME PINE REGIONAL LIBRARY
REGULAR BOARD MEETING
BOARD OF TRUSTEES
FEBRUARY 6, 2025

PRESENT: Mr. Chris Allgyer
Ms. Vickie Barton
Dr. Mark Clark
Ms. Ethel Daniels
Mr. Lindsay Fischer
Ms. Dorinda Holmes
Ms. Charlcia Jones
Mrs. Earlene Lester
Ms. Carolea Newsome
Ms. Rebecca Scott

ABSENT: Ms. Tammy Scott

Others Present: Shannon Steffey, Director
Onedah Stanley, Business Manager
Debbie Yates, Administrative Assistant
Jonathan Burchett, Branch Librarian, Scott County Public Library

The regular meeting of the Lonesome Pine Regional Library Board of Trustees was held on Thursday, February 6, 2025, at the Wise Public Library. The meeting was called to order at 1:00 p.m. by Chairman Allgyer.

I. Ms. Holmes made a motion to adopt the agenda as presented. Mrs. Lester seconded, and the agenda was adopted.

II. There were no citizens to speak.

III. Chairman Allgyer explained that the minutes of the December 12, 2024 meeting were distributed and unanimously approved via email in January in order to expedite letters to request banking signatory changes.

IV. 1. Ms. Newsome reported that monthly payables were reviewed. Printouts of monthly payables for November 2024, December 2024, and January 2025 were distributed. Financial statements were also distributed. After discussion, a motion was made by Ms. Barton to accept the financial report as presented. Dr. Clark seconded and the motion carried.

The following check numbers were reported:

	<u>Beginning</u>	<u>Ending</u>
General Fund	44180	44360

2. The proposed budget for FY2025-2026 was distributed for Board review. Ms. Stanley, Business Manager, presented the proposed budget report. After discussion, Ms. Lester made a motion to approve the proposed budget for FY2025-2026 as presented. Ms. Barton seconded, and the motion passed. Trustees and Ms. Steffey commended Ms. Stanley's excellent work despite another difficult year for budget planning.

Administrative Highlights

- Ms. Steffey highlighted personnel updates. Four Branch Manager positions were filled during December and January. A new Reference Specialist position and a weekend Library Assistant position were filled for Wise Public Library in January. Ms. Steffey is pleased with their training progress and the innovative ideas they are bringing to their positions.
- Annual performance evaluations are underway for all employees.
- Administrative staff worked to complete the design and compilation for the annual report. The annual report will be presented as the next agenda item for trustees' approval.
- Employee W-2s and 1099 tax forms were completed and submitted by our Business Manager. She also drafted the budget proposal for FY2025-26.
- Ms. Steffey attended Norton City Council meetings in November and December. She gave a presentation in December about library services, programs, and databases.
- Ms. Steffey noted the variety of webinars in which library staff participated in December and January. Topics included Grant Writing Basics, AI Ethics and Education, Library Emergencies, and Data-Driven Planning for Library Leaders.
- In the Technology Department, the library catalog software, TLC, was upgraded. TLC also migrated to Oracle 19c cloud system. BCTI performed maintenance on our servers. Ms. Steffey updated trustees on the status of LPRL's E-Rate funding. The IT Coordinator is working to insure that our website will be in compliance with ADA accessibility changes expected in April 2026.
- Ms. Steffey met with Library Managers at the Regional office in January and Programmers in February. The meetings allowed the opportunity to introduce new staff, share event and programming ideas, and problem solving.
- Ms. Steffey has been working with Managers and Administrative staff on the grant writing process.
- Administrative staff completed and submitted the annual Bibliostat report to the Library of Virginia. The report is an online survey of many statistics that the Library of Virginia compiles for administrative oversight. Ms. Steffey expressed her gratitude to all staff involved in the collection and compilation of information for the report.
- The Library Director of Culpeper County Library has informed Ms. Steffey of his intent to discontinue the Books-By-Mail service with Lonesome Pine Regional Library at the end of their contract date with LPRL. The contract ends June 30, 2025. There has been a steady decrease in use of the service by Culpeper patrons.
- Networking opportunities that Ms. Steffey participated in include a Regional Director's meeting in Giles County, a reception at UVA Wise for the new Regional Humanities Center, and a STREAMWISE meeting.
- Ms. Steffey has been invited to be on the STRONG ACC Family Education and Support Workgroup. She explained the goals of the community coalition is to create stronger futures for children, families, and communities throughout a 21-county region of Northeast Tennessee and Southwest Virginia. She is pleased that Lonesome Pine Regional Library was asked to be a part of the coalition.
- The Harris Art Gallery at the Wise Public Library hosted a reception on December 17. Traditional quilts were featured at the event. This is the Art Galley's first display since closing to the public for damage repair caused by heavy rain in September.

- Trustees were updated on the Big Stone Gap Library Renovation Project. The project is on schedule with a grand opening expected for April or May. Photos showing the renovated areas of the Big Stone Gap Library will be shared in her PowerPoint presentation.

Grants and Donations

- The RAPHA Foundation grant awarded for 2025 is ongoing. Programmers are updated regularly on their fund balance in order to plan for event expenditures.
- Ms. Steffey met with the Wise County Historical Society personnel to discuss plans for a grant collaboration.

Library Highlights

On behalf of the Wise County Public Library staff, Ms. Steffey asked for the board's guidance for their acceptance of money for tickets for a quilt raffle sponsored by the Art Gallery. After discussion, there was board consensus for the library staff to accept the quilt raffle funds for the Art Gallery.

Ms. Steffey gave a short description of an advertisement opportunity for Lonesome Pine Regional Library. After discussion, Chairman Allgyer suggested that Ms. Steffey meet with the representative to obtain a detailed proposal for consideration. She will also explore funding options.

She was excited to share photos showcasing the Big Stone Gap Library Renovation Project. The photos illustrated the areas of the addition and renovations. She talked about the focus of the work for project completion in April or May. She expressed her pleasure with the workmanship and she is looking forward to sharing the finished project with the public.

The presentation continued with her sharing photos and describing the various programs and activities held throughout the library system in December and January. LPRL libraries participated in Community Christmas outreach programs, local parades, and treat distributions. There were Community Christmas events in the libraries to share the season with our patrons. Santa came to visit with the children. Children were given a book and treat bags filled with goodies at their Christmas parties. Even the Grinch made an appearance at some library locations. St. Paul Library had an "Elf on The Shelf" this year and incorporated their Facebook page to post updates about her antics. A wide variety of Christmas tree ornaments were made as part of the adult crafting classes. Haysi Public Library shared photos from their annual community gingerbread house contest. Bingo night, adult crafting, adult outreach with Senior Citizen groups, book clubs, and crochet clubs continued to be well-attended.

Ms. Steffey explained that LPRL has seven Library Managers and four are new hires. She plans to invite a Manager to the board meeting each month to introduce them to trustees and give them the opportunity to talk about their library. She introduced Jonathan Burchett, Branch Librarian for the Scott County Public Library. He is one of the new Managers who started in December. Mr. Burchett discussed his educational and work background. He noted that their children's programming classes are popular and well attended. The Friends of Scott County Library hosted several innovative fundraisers and recently purchased automatic doors for the library. Mr. Burchett expressed his appreciation to their Friends group and to Scott County who assisted with installation of the doors. He noted that the doors are an impactful improvement to the building. He discussed his ideas to update some of the library's collections and circulations. Ms. Rebecca Scott shared that in a short time he has made a good impact there. Chairman Allgyer stated that he has

noticed in the past few years how creative Scott County is in their programming and outreach. Mr. Burchett expressed his desire to continue that creativity and commended their children's programmer, Ms. Karla, for her dedication. He pledged to work with the library to continue to be a community resource and partner. Trustees expressed their pleasure in meeting Mr. Burchett and wished him well in his management role. 115

The following items were distributed in Trustees' folders:

- ❖ Financial Statements
- ❖ Accounts Payable Checks Listing for the months of November 2024, December 2024, and January 2025
- ❖ Monthly Stats Report for December 2024
- ❖ Proposed Budget for FY2025-2026
- ❖ LPRL Annual Report 2023-2024
- ❖ List of LPRL's branch libraries with contact information updated 01-03-25

2. The LPRL Annual Report 2023-2024 was distributed to trustees. Ms. Steffey presented the proposed Annual Report and highlighted areas of interest throughout the report. Discussion ensued. Trustees expressed their approval and consented to the design and composition of the report. Trustees were asked to contact Ms. Steffey by February 14 with any changes or recommendations.

VI. Reports of Committees - None. Chairman Allgyer mentioned that he would like for the Policy Review Committee to meet following the March Board Meeting. He also noted that the Friends of LPRL Corporation will meet following today's meeting.

VII. Unfinished Business - None.

VIII. 1. A written fundraising request was submitted by Friends of the Haysi Community Library to host an Easter/Spring Photo Shoot in late March or early April. A local photographer has volunteered her services for the event. All money raised from the fundraiser will be deposited into the Friends' bank account and will be used to support library programs and services at the Haysi Community Library. A copy of the request letter was distributed in board packs. Ms. Barton made a motion to approve the proposed request. Ms. Newsome seconded, and the motion carried.

Chairman Allgyer thanked trustees for their attendance today and noted that the next board meeting will be on March 6 at Wise. He suggested to occasionally schedule a board meeting at different branch library locations during the spring and summer. No further business was discussed. The meeting adjourned at 2:38 p.m. by a motion from Ms. Barton; all signified by rising.

Ethel Daniels
Secretary

Chris Allgyer
Chairman