

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

PRESENT: Mr. Chris Allgyer
Ms. Vickie Barton
Mr. Lindsay Fischer
Ms. Dorinda Holmes
Ms. Charlcia Jones
Mrs. Earlene Lester
Ms. Tammy Scott

ABSENT: Dr. Mark Clark
Ms. Ethel Daniels
Ms. Carolea Newsome
Ms. Rebecca Scott

Others Present: Shannon Steffey, Director
Onedah Stanley, Business Manager
Debbie Yates, Administrative Assistant
Emily William, Reference Specialist, Wise County Public Library

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

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

II. There were no citizens to speak.

III. Mrs. Lester made a motion to approve the February 6, 2025, minutes as presented. Ms. Jones seconded and the motion carried.

IV. Chairman Allgyer reported that he and Ms. Steffey reviewed February's monthly payables. He noted that a number of checks were voided due to an error in the date. The Business Manager marked the voided checks on the monthly payables list for reference. The February 2025 monthly payables list and financial statements were distributed in the board packs. After discussion, a motion was made by Ms. T. Scott to accept the financial report as presented. Ms. Jones seconded and the motion carried.

The following check numbers were reported:

	<u>Beginning</u>	<u>Ending</u>
General Fund	44361	44458

V. 1. Director's Report –

Ms. Steffey gave an update of the Big Stone Gap Library Renovation Project and shared photos of the renovated areas. She expressed her pleasure with the renovations for the library.

Grants and Donations

- Ms. Steffey is working closely with library managers and programmers as they develop programming and partnership ideas to bring to the grant writing process. LPRL is pursuing three grant opportunities. She will continue to update trustees on the status.

- RAPHA fund expenditures are ongoing for the FY2024-2025 award.
- The Wise County Public Library received a \$300 donation. The funds are earmarked for restoration and preservation costs of Lois Tracy artwork given to the library by Helen Lewis.

Administrative Highlights

- Ms. Steffey attended a STRONG ACC Family Education and Support meeting in February. Some members of the workgroup have invited her to present a program of library services to their agencies.
- Ms. Steffey, Branch Librarian Kim Rose, and Trustees Vickie Barton and Carolea Newsome attended the February meeting of the Dickenson County Board of Supervisors. Ms. Steffey expressed her gratitude for the county's support and gave a presentation of library services and new databases.
- Ms. Steffey gave the LPRL presentation for the Scott County Board of Supervisors on March 5. Scott County Public Library's Branch Librarian Jonathan Burchett, and Trustees Lindsay Fischer and Rebecca Scott attended the meeting. Ms. Steffey expressed her appreciation to the trustees for attending the meetings for their locality with her.
- Ms. Steffey held a meeting with all staff managers on February 7. It was a productive meeting introducing the four new managers to the team and discussing goals and objectives for the year.
- Ms. Steffey and Mr. Burchett have updated the bank signatory cards for the Scott County Public Library.
- Ms. Steffey reported on the status of E-Rate funding. Some equipment updates will be necessary for next year. The required forms have been submitted and the library is currently accepting bids for expansion of the library's Wi-Fi, new cabling, and new hotspots.
- All FY2025-2026 budget requests have been submitted to our localities.
- Ms. Steffey informed trustees of weather and holiday-related closures in February. She expressed her gratitude to the Dickenson County Fire Dept. and county workers for their assistance in preventing floodwaters from entering the Clintwood Library.
- Ms. Steffey updated trustees concerning the advertisement opportunity for the library. She met with the company representative who has offered a lower quote for the ad. She was pleased to report that she has secured funding sources for the advertisement proposal. She shared a draft ad designed by library staff for the agency's use in developing LPRL's ad.
- Ms. Steffey reported on a Microsoft Office software update as well as the equipment and cost estimations for the required upgrade.

Library Highlights

Ms. Steffey introduced Ms. Emily Williams, Reference Specialist at the Wise County Public Library, to the trustees. Ms. Williams highlighted her educational background and her work experience with LPRL. She detailed some of her responsibilities in the new Reference Specialist position. In addition, she is assisting Ms. Steffey with the regional social media and creating promotional materials about the library. The trustees wished her success in her new position.

The Director's PowerPoint presentation showcased library displays, programming, and various events and activities during the month of February. Themes included Groundhog Day, Presidents' Day, Valentine's Day, and Black History Month. Bingo, Valentine's Day craft programs, book

clubs, crochet clubs, and coffee groups were well-attended by adult patrons. The Natural Tunnel Park Rangers' visits remain a popular and informative program.

Ms. Barton and Mr. Fischer commended Ms. Steffey on her presentations for Dickenson and Scott County Board of Supervisors meetings. They noted they received positive feedback from the meetings. Ms. Steffey thanked the trustees for supporting her and for their dedication to the library.

The following items were distributed in Trustees' folders:

- ❖ Financial Statements
- ❖ Accounts Payable Checks Listing for the month of February 2025
- ❖ Monthly Stats Report for January 2025

VI. Reports of Committees


On behalf of the Friends of LPRL Corporation, Chairman Allgyer reported that a quarterly meeting was held after the February 6 board meeting. Ms. Steffey presented an advertising opportunity at the Friends' meeting for their consideration for a funding source. The Friends' group was in agreement to fund the request. He advised that he is in receipt of a request letter from Ms. Steffey for the Friends of Lonesome Pine Regional Library Corporation and their donation will be forthcoming.

Chairman Allgyer noted that the Policy Review Committee will meet immediately after the meeting today.


VII. Unfinished Business - None.

VIII. New Business - None.

Chairman Allgyer recommended that the April 3 board meeting be held at the C. Bascom Slemph Memorial Library to allow trustees to view the results of the building's renovations. No objection was noted. No further business was discussed. The meeting adjourned at 1:48 p.m. by a motion from Ms. Barton, seconded by Mr. Fischer. All signified agreement by rising.



Secretary



Chairman