

LONESOME PINE REGIONAL LIBRARY
REGULAR BOARD MEETING
BOARD OF TRUSTEES
DECEMBER 11, 2025

PRESENT: Mr. Chris Allgyer
Ms. Nancy Britton
Dr. Mark Clark
Ms. Ethel Daniels
Mr. Lindsay Fischer
Ms. Dorinda Holmes
Ms. Charlcia Jones
Mrs. Earlene Lester

ABSENT: Ms. Vickie Barton
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 11, 2025, at the Wise 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. Daniels seconded the motion and the agenda was approved.

II. Chairman Allgyer welcomed Larry Sturgill, auditor from the accounting firm of Larry D. Sturgill, P.C., to the meeting. Mr. Sturgill presented the Lonesome Pine Regional Library's Audit Report for FY2025, highlighting sections of particular interest for the trustees. Each trustee was provided with a copy of the Audit Report for reference and review. Mr. Sturgill reported that the library received an unmodified opinion – stating that it is the best opinion rating given of the four different types of audit opinions. It indicates that the library's financial statements are accurate and comply with accounting standards. Mr. Sturgill and Chairman Allgyer praised the library administration for its strong bookkeeping practices. Following the presentation, Mrs. Lester made a motion to accept the FY2025 Audit Report, which was seconded by Mr. Fischer. The motion carried unanimously.

III. There were no citizens to speak.

IV. Dr. Clark made a motion to approve the minutes of November 6, 2025, as presented. Ms. Holmes seconded and the motion carried.

V. Vice-Chairperson Daniels reported that the monthly payables have been reviewed and everything is in order. The accounts payable check list for November 2025 was enclosed in the board packs for review. After discussion, Ms. Holmes made a motion to accept the financial report as presented; seconded by Ms. Daniels. The motion carried.

The following check numbers were reported:

| | <u>Beginning</u> | <u>Ending</u> |
|--------------|------------------|---------------|
| General Fund | 45048 | 45104 |

VI. Director's Report -

Library Highlights

The Director's PowerPoint presentation featured photos submitted by each library showcasing a variety of programming events in November. There were photos of an innovative display designed by the C. Bascom Slemp Memorial Library staff and members of the library's Friends group, which was featured as part of the Greenbelt Trail's annual **Christmas in Lights** event. The library also shared photos from the open house celebration for the Normand T. Graber Memorial Reference Addition. Ms. Steffey and Chairman Allgyer participated in the event and shared personal highlights. These events foster community spirit and provide opportunities for patrons to connect with library staff and resources. A zoom meeting with local author Cathy Rigg was hosted by one of the Wise County Public Library's book clubs to discuss her new book, *That Which Binds Us*. Wise and Dickenson County libraries showcased some of their afterschool programming, featuring enhancements made possible by the RAPHA Foundation grant award. Some examples include photos of a class making working walkie-talkies. Another photo was shared of children learning to operate the new robots and gaming tables. The robots help them gain experience in coding and enjoy interactive play. Clintwood and Haysi libraries partnered to take their preschool classes on a field trip to the Dickenson County Courthouse and Circuit Court Clerk's office. Adult crafting, Bingo, crochet clubs, book clubs, senior clubs, and family night activities remain popular and well attended.

Administrative Highlights

- Ms. Steffey presented a possible marketing proposal to the trustees. The proposal is designed to boost community engagement through an outreach campaign. After discussion, the board reached consensus for Ms. Steffey to move forward with the initiative.
- The Normand T. Graber Memorial Reference Addition open house celebration was a success. Ms. Steffey praised library staff for a job well done. Local businesses and officials played a key role in a successful opening. Chairman Allgyer also added positive remarks.
- Ms. Steffey and Technical Services Manager, Wesley Baugh, participated in an online meeting with a representative of Mid-West Tape, a company specializing in media distribution for libraries. The purpose of the meeting was for library staff to learn more about the company's products in order to supply a variety of items for the library.
- Ms. Steffey informed trustees of a collaborative effort she is pursuing with Reach Out & Read, a national non-profit organization that promotes early literacy. They partner with pediatricians to provide books and reading guidance to families during their visits to focus on the overall wellbeing of children.
- Ms. Steffey reported on staff participation in webinars and training in November.
- A collaborative effort with Wise County Historical Society to increase their area in the Wise County Public Library has been completed. Library staff are continuing to remove older materials from the Mailbox Library's collection to finish the project.
- Ms. Steffey provided an update regarding personnel matters. A part-time Library Assistant has been hired for the Jonnie B. Deel Memorial Library. She informed trustees of two upcoming retirements: the Regional Administrative Assistant will retire mid-January, and the Branch Manager of Wise Library has announced her retirement effective February 27. Both positions were opened for possible internal applicants on December 9.

- The Scott County Public Library Branch Manager expressed to Ms. Steffey a need for improved storage options at their location. Following discussion, Mr. Fischer agreed to explore possible solutions and provide an update to the board.

The following items were distributed in Trustees' folders:

- ❖ Financials ending August 31, 2025.
- ❖ Accounts Payable Checks Listing for month of November 2025
- ❖ Monthly Stats Report for October 2025

VII. Chairman Allgyer reported that the Friends of Lonesome Pine Regional Library Corporation met immediately after the November Board of Trustees meeting to elect officers for FY2025-2026. Chairman Chris Allgyer, Vice Chair Carolea Newsome, and Secretary/Treasurer Ethel Daniels were re-elected and will continue in their roles for FY2025-2026.

VIII. Unfinished Business - None

IX. 1. Ms. Steffey requested the board's consideration to amend the library's Christmas Holiday schedule for 2025. She clarified that the library policy allows the library to be closed on Christmas Eve, Christmas, and the day after Christmas. This year, because those days fall on Wednesday, Thursday, and Friday, she proposed amending the schedule to include closure of the libraries through Saturday, December 27. Ms. Steffey explained that closing on Saturday would allow staff additional time with their families and friends during the holiday period. The Business Manager confirmed that this adjustment would not result in any additional costs to the library. Following discussion, Ms. Jones moved to approve the proposed change in schedule for 2025; Ms. Holmes seconded. The motion carried.

2. Ms. Steffey requested the board's input concerning the date of the next meeting. After discussion, the board agreed to defer meeting in January. By consensus, the next board meeting will be on Thursday, February 5, 2026, at 1:00 p.m. at the Wise County Public Library.

Mr. Fischer expressed his appreciation to all library staff this year. He was pleased by the board's approval of gift cards for all employees for Christmas.

Chairman Allgyer expressed his appreciation to the trustees for their participation this year and wished everyone happy holidays.

No further business was discussed. A motion to adjourn was made by Mrs. Lester and seconded by Ms. Britton. The meeting adjourned at 2:00 p.m.

Ethel Daniels

Secretary

Chris Allgyer

Chairman