

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

PRESENT: Mr. Chris Allgyer  
Ms. Vickie Barton  
Ms. Nancy Britton  
Dr. Mark Clark  
Ms. Ethel Daniels  
Mrs. Charlcia Jones  
Mrs. Earlene Lester

ABSENT: Mr. Lindsay Fischer  
Ms. Dorinda Holmes  
Ms. Carolea Newsome  
Ms. Rebecca Scott

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, November 6, 2025, at the Wise County Public Library. Chairman Allgyer called the meeting to order at 1:00 p.m.

- I. Ms. Barton made a motion to adopt the agenda as presented. Mrs. Lester seconded and the agenda was approved.
- II. There were no citizens to speak.
- III. Ms. Barton made a motion to accept the minutes of October 9, 2025, as presented. Mrs. Lester seconded and the motion carried.
- IV. Ms. Barton reported that monthly payables have been reviewed and everything is in order. The printout of monthly payables for October was distributed. After discussion, Mrs. Lester made a motion to accept the financial report as presented and it was seconded by Dr. Clark. The motion carried.

The following check numbers were reported:

	<u>Beginning</u>	<u>Ending</u>
General Fund	44997	45047

V. Report of Library Director -

#### Administrative Highlights

- Personnel highlights were discussed by Ms. Steffey. She was pleased to report that the IT Coordinator position has been filled. There were several good candidates and the top two applicants were called back for a second interview in order to make the final decision. A part-time library assistant position is open at the Clintwood Library with interviews scheduled for November 17.
- Wise County Public Library hosted an author talk and book signing with Cathy Rigg and Rita Sims Quillen in the Harris Art Gallery on October 12. The event was a collaborative event of the Wise Fall Fling. Readings from Ms. Rigg's book, "That Which Binds Us," were performed by Central High School theater students. The event was well attended.

- Baker & Taylor, a major book supplier for LPRL, is going out of business in December. 143 Ms. Steffey and the Technical Services Manager are researching the best options for a replacement. The company is also the source of the annual Bibliostat report, which is crucial in formulating the amount of funding Virginia libraries receive each year. The Library of Virginia is working on a plan on how to manage Bibliostat reporting in the future.
- Walmart is changing their business credit card system. Administrative staff are working to update the library into the new system.
- The Storywalk project on the Big Stone Gap walking trail has been vandalized again. Administrative staff have ordered replacement materials. The Storywalk has been moved to the Big Stone Gap library. Trustees discussed safety options.
- Ms. Harris, Scott County Public Library's children's programmer, has been invited to serve on the county's Headstart Committee.
- Ms. Steffey attended a Dementia Caregiver Training presentation at Mountain Empire Older Citizens office.
- The Wise County Public Library has expanded the workspace allocated to the Wise County Historical Society to accommodate their new printer and new office layout.
- Ms. Steffey was pleased to report that 48 tickets have been checked out by patrons for ProArt events.
- The Wise County Public Library received a \$100 donation in memory of Leola Yeary presented by her nieces. Ms. Yeary was a teacher and a former Norton City library board trustee.
- LPRL partners with the HealthWagon to provide free reading glasses. 1400 pairs have been distributed system wide this year.
- Ms. Steffey informed trustees of the webinars attended by staff in the month of October.
- She reviewed the September monthly statistics report with trustees, noting areas of improvements.
- Book donations to LPRL's libraries from local authors and self-published writers have increased. Ms. Steffey outlined the existing policy and procedures for cataloguing such materials within the library's collection. Additionally, she recommended that the Policy Review Committee consider this topic for a future meeting.

### **Library Highlights**

Photos were shared of a variety of October programming held system wide by the PowerPoint presentation. A well-attended author talk and book signing with Cathy Riggs and Rita Sims Quillen was hosted in the Harris Art Gallery at the Wise County Public Library. Some outreach events that staff participated in include the Wise Fall Fling, Boo Bash (Wise and Norton), Festival of Lights (Southwest VA Museum), Lee County Tobacco Festival, King Alleyween (Gate City), Autumn Festival (Haysi). The children's classes enjoyed costume contests and their annual trick-or-treating with local businesses. Some children's outreach programs include staff visits with local elementary schools and participation in trunk-or-treat school and community events. Adult programming includes fall season and Halloween crafts, bingo, book clubs, and weekly Coffee Connection groups. Fall-themed crafts highlight senior citizen outreach programming. Craft nights, game nights, Bingo, and movie nights are popular family events. The Wise and Dickenson County children's programming (ages 0-5) and afterschool programming (ages 6-11) are incorporating enhancements purchased with RAPHA Foundation FY2025-2026 grant funds. Some enhancements include animal robots, smart tables, electronic

equipment, virtual goggles, games, etc. Photos shared during programming highlight the enthusiasm of the children as they learn and play with the new materials.

Local newspaper clippings with articles and photos that showcased library classes involved in community Halloween, fall outreach events, and children's programming were shared.

The following items were distributed in trustee folders:

- ❖ Accounts Payable Checks Listing for month of October 2025
- ❖ Financials for June and July 2025
- ❖ Monthly Stats Reports for September 2025

VI. Reports of Committees - None

VII. Unfinished Business – None

VIII. 1. Three proposals were submitted by Friends of Haysi Public Library requesting permission to host fundraisers. A copy of the request letters was distributed in board packs. The first request is to have a “Paint Party” fundraiser sometime in November or December. There will be light refreshments while participants create paintings to take home. The cost of the class will be \$25.00 per person. The Friends will provide the paint and canvases, and the instruction will be provided by the library staff. The money raised from this fundraiser will be deposited into the Friends’ bank account and used to buy treats for the library’s holiday outreach events.

The second request is to host a Bingo Night on a Tuesday evening in the month of November. It would be a family event with prizes for adults and children. The cost would be \$10 per person for a single card. Additional cards could be purchased for \$5 each. All money raised from this fundraiser will be deposited in the Friends’ bank account and will be used to support the library’s programs and services.

The third request is to allow the Friends to continue their annual tradition of selling handmade Christmas ornaments. The ornaments will be displayed on a Christmas tree at the library. They will cost \$5.00 each and will be for sale in late November. All money raised will be deposited into the Friends’ account and used to support the library’s programs and services.

Ms. Barton made a motion to approve the three proposed fundraising requests as presented. Ms. Jones seconded, and the motion carried.

2. Ms. Steffey asked the board to approve closing the libraries on the **Saturday and Sunday** after Thanksgiving (no holiday hours will be given). After discussion, Ms. Britton made a motion that LPRL libraries be closed on the Saturday and Sunday after Thanksgiving. Mrs. Lester seconded, and the motion carried.

3. Ms. Steffey announced that an open house is scheduled for the Normand T. Graber Memorial Reference Addition at the Big Stone Gap Library. The event will take place on December 2 at 5:30 pm. Invitations to trustees and local officials will be mailed shortly. The open house will give community members, trustees, and local officials an opportunity to tour the new reference addition and learn about its features. Chairman Allgyer offered positive comments about the new space.

4. Ms. Steffey asked the board to approve \$25 gift cards for each library employee as a Christmas bonus. After discussion, Dr. Clark made a motion to approve the request. Ms. Barton seconded, and the motion passed. Ms. Steffey expressed her gratitude to the trustees for approving the request, noting the staff’s appreciation.

There was a reminder of the next board meeting on December 11 at 1:00 at the Wise County Public Library. The auditor will attend and present the FY2024-2025 audit report. Ms. Barton will not be able to attend the December meeting. 145

No further business was discussed. Mrs. Lester made a motion to adjourn the meeting; seconded by Ms. Jones. The meeting was adjourned at 1:50 p.m.

Ethel Daniel  
Secretary

Chris Allgyer  
Chairman