

LONESOME PINE REGIONAL LIBRARY
REGULAR BOARD MEETING
BOARD OF TRUSTEES
JUNE 6, 2024

PRESENT: Mr. Lu Ellsworth
Ms. Jennifer Meade
Mrs. Roberta Smallwood
Mr. Chris Allgyer
Ms. Ethel Daniels
Mrs. Earlene Lester
Ms. Carolea Newsome
Ms. Rebecca Scott
Ms. Tammy Scott

ABSENT: Ms. Vickie Barton
Ms. Martha Jett

Others Present: Shannon Steffey, Director
Onedah Stanley, Business Manager
Dakota Mullins, Manager of Big Stone Gap Library
Debbie Yates, Administrative Assistant

The regular meeting of the Lonesome Pine Regional Library Board of Trustees was held on Thursday, June 6, 2024, at the C. Bascom Slemple Memorial Library in Big Stone Gap. Chairman Ellsworth welcomed everyone to the Big Stone Gap Library and called the meeting to order.

I. Ms. Meade made a motion to adopt the agenda as presented. Mr. Allgyer seconded and the agenda was adopted.

II. There were no citizens to speak.

III. Ms. Lester made a motion to approve the May 2, 2024, minutes as presented. Ms. R. Scott seconded and the motion carried.

IV. 1. Mrs. Smallwood reported that monthly payables had been reviewed. She noted that this is the last meeting of the Finance Committee for FY2023-2024 and expressed her pleasure of serving on the committee with her colleagues. Printouts of monthly payables for May and financial statements were distributed. After discussion, Mr. Allgyer made a motion to accept the financial report as presented; seconded by Ms. Lester, the motion carried.

The following check numbers were reported:

| | <u>Beginning</u> | <u>Ending</u> |
|--------------|------------------|---------------|
| General Fund | 43777 | 43861 |

2. Ms. Stanley, Business Manager, identified budget adjustments made since the beginning of the fiscal year. After discussion, a motion to approve the budget adjustments as presented was made by Ms. Newsome. Ms. Daniels seconded and the motion carried.

V. Director's Report –

Ms. Steffey recognized three trustees who will be retiring from the library board - Mr. Ellsworth, Ms. Meade, and Mrs. Smallwood. Their tenure on the library board is set to expire on

June 30. Mr. Allgyer and Ms. Lester have requested reappointment for another term. Ms. Jett has expressed difficulties in attendance and has elected not to be reappointed upon her term expiration in June. Ms. Steffey expressed her appreciation for their service and support. Discussion ensued concerning the status of new appointments and reappointments for the board. 87

Library Highlights

- The month of May included highlights from children's programming and activities to celebrate graduation 2024, ceremonies for Little Pines classes, and end-of-year parties. These events are well attended and family oriented. The library staff takes pride in presenting these events to celebrate the accomplishments of their patrons. Mother's Day and Memorial Day initiatives were included for adult crafting as well as children's programming. Bingo, crafting activities, book clubs, family movie days, crochet clubs, and Lego play at the library were some of the popular adult/family events that were offered. Also, outreach activities were held at local Senior Citizens Centers, local schools, and community centers. Magic shows presented by a favored entertainer, Steve Somers, were held during the last of the month. Ms. Steffey noted that funds from a RAPHA Foundation award funded the shows for Wise and Dickenson county libraries. Ms. Steffey shared photos of library displays in May and praised the library staff for their creativity and innovation.
- Scott County Library invited trustees to attend the Spinning the Yarn Festival in Gate City on Saturday, June 8. A flyer about the festival was shared.
- Ms. Steffey shared photos and described equipment recently purchased with funding from a Gibbs Foundation award for Big Stone Gap Library. The funds were awarded for a music appreciation and storytelling initiative for their storytime programming.

Administrative Highlights

- May was a busy month for regional staff and library staff with planning, ordering, and preparation for preschool graduations, summer reading programming, and interviewing for job vacancies.
- The Business Manager is working to close out the FY2023-2024 budget and crafting a proposed budget for FY2024-2025.
- Ms. Steffey discussed personnel vacancies, the hiring process, and some of the issues encountered.
- Ms. Steffey and Jennifer Hall, LPRL IT Coordinator, attended an informative workshop in Christiansburg on Emerging Technology Trends for Libraries.
- New radio station K-LOVE in Lee County invited Ms. Steffey to do an informative interview about LPRL and the services offered. The interview will be played on-air as a public service announcement and will be displayed on their webpage.
- Ms. Steffey is seeking grant opportunities to assist with programming initiatives for Lee and Scott Counties.
- Administrative staff gathered statistical information for Lee County libraries as requested by the Lee County Administrator's office for budget discussions/workshops.

Grants/Donations

- The local Clintwood VFW has donated \$500 for enhancements for Summer Reading Programs for the Dickenson and Haysi libraries.

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- Coeburn Library has received a donation of \$50 from representative members of the Recreation Authority of Wise County for expenditures toward their children's programming.
 - The Wise Library received a framed scenic photo of the Powell Valley area from Ann Mullins Washburn on May 20. The board approved the donation request at the May meeting.
 - The Lee County Community Foundation has awarded a grant request to the Lee County Public Library for children's programming enhancements. The funds were requested for expenditures of child-sized tables and chairs for their preschool programming activities.
 - The Slemp Foundation funded a grant request regarding the Big Stone Gap Library Renovation Project and personally presented a check to Ms. Steffey on May 21. Ms. Steffey expressed her gratitude to the Slemp Foundation for the generous award on behalf of the Big Stone Gap Library.
 - Ms. Steffey also noted that she has reviewed the contract for the Big Stone Gap Renovation Project. She highlighted areas of interest with trustees.

Ms. Meade expressed appreciation for Ms. Steffey working so hard for the libraries. Chairman Ellsworth mentioned areas of interest as the library and the board moves forward.

Items circulated for trustee review:

- Local newspaper press releases and articles
- Steve Somers' Magic Show flyers
- Summer Reading Program flyers

The following items were distributed in trustee folders:

- ❖ Financial Statements
- ❖ Accounts Payable Checks Listing for month of May 2024
- ❖ Monthly Stats Report for April 2024

VI. 1. Appointment of Nominating Committee – Chairman Ellsworth appointed Ms. Lester, Ms. Rebecca Scott, and Ms. Vickie Barton to the Nominating Committee for selection of proposed officers for FY2024-2025. No other names were submitted for consideration. The committee will notify Ms. Steffey of their selected meeting date and time. The proposed slate of officers will be presented for full board consideration at the first regular meeting of the new fiscal year.

2. Mr. Allgyer stated that the Policy Review Committee met on May 2 and discussed the committee's purpose and goals. Policies concerning collection development, a materials request form, and a reconsideration or challenge of materials form, and LPRL response procedure were considered. Ms. Steffey provided examples from several other libraries for review. He noted that the committee will meet following today's regular meeting and invited trustees who have suggestions for a specific priority to attend and share their ideas.

VII. Ms. Steffey presented an update for the Big Stone Gap Library Renovation Project. After discussion, Ms. R. Scott made a motion to approve funding of approximately \$363,000 for the Big Stone Gap Library Renovation Project, which said costs are for estimated construction of Library Addition Façade Improvement; seconded by Mr. Allgyer, the motion passed unanimously.

Ms. Newsome made a motion to execute a Memorandum of Understanding with Wise County committing the funds for payment of the construction costs set forth in contract dated May 2, 2024 with Quesenberry's Construction Project No. 17519 (attached) exceeding the Graber donation. Mr. Allgyer seconded and the motion carried unanimously. It was noted by Ms. Steffey that in September 2020, the board approved the Wise County Administration's request to pursue the Big Stone Gap Renovation Project as proposed.

VIII. New Business - Trustees were reminded of LPRL's budget adoption meeting scheduled for June 27 @ 1:00 p.m. at the Wise Public Library. Discussion ensued concerning proposed budgets for FY2024-25 of area localities, the economic impact to the area, and LPRL.

No further business was discussed. The chairman adjourned the meeting at 2:39 p.m. and all signified by rising.


Secretary


Chairman