

LONESOME PINE REGIONAL LIBRARY  
REGULAR BOARD MEETING  
BOARD OF TRUSTEES  
DECEMBER 12, 2024

109

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

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 12, 2024, in the Harris Art Gallery at the Wise Public Library. The meeting was called to order at 1:00 p.m. by Vice-Chair Daniels.

I. Ms. Barton made a motion to adopt the agenda as presented. Mr. Fischer seconded the motion and the agenda was approved.

II. Vice-Chair Daniels welcomed Larry Sturgill, auditor from the accounting firm of Larry D. Sturgill, P.C., to the meeting. Mr. Sturgill presented Lonesome Pine Regional Library's Audit Report for FY2023-2024, highlighting pertinent sections of interest. Each trustee received a copy of the Audit Report for reference and review. The library administration was commended for its bookkeeping practices. Mr. Sturgill encouraged trustees to contact him with any questions they may have after further review of the report. Mrs. Lester made a motion for the board to accept the FY2023-2024 Audit Report as presented. The motion was seconded by Ms. Barton. The motion carried unanimously.

III. There were no citizens to speak.

IV. Ms. Holmes made a motion to approve the November 7, 2024, minutes as presented. Ms. Jones seconded and the motion carried.

V. Vice-Chair Daniels explained that the financial report was deferred until the next board meeting due to the absence of two finance committee members. The accounts payable check list for November 2024 was enclosed in the board packs and the business manager was available to answer any accounting questions from the trustees.

VI. Director's Report -

**Administrative Highlights**

- Ms. Steffey reported on personnel updates. She was pleased to report that the following positions have been filled with in-house applicants: (1) Branch Manager of Wise County Public Library, (2) Reference Specialist for Wise County Public Library, (3) Regional Technical Services Manager, and (4) Branch Manager of Coeburn Community Library/St. Paul Library. Job advertisements were posted on Indeed.com and LPRL's website for a

weekend library assistant for the Wise Library and a Programming Specialist for St. Paul Library. Selection of candidates for interviews will begin after the application deadline of December 20.

- Ms. Steffey updated the board on the status of the Big Stone Gap Renovation Project.
- Administrative staff met with LPRL's E-Rate representative. Ms. Steffey was pleased to report that E-Rate is on schedule.
- Wise County Library and Jonnie B. Deel Memorial Library are experiencing heat pump issues. Scott County Library is having some water issues. Each county's administration is working with LPRL administration to resolve the issues.
- Ms. Steffey was pleased to report that all 2025 summer reading program performers/entertainers have been scheduled and she highlighted some of the events.
- Some Wise County libraries hosted an informational workshop with Mountain Empire Older Citizens for patrons about Medicare open enrollment.
- Ms. Steffey reported on staff participation in webinars and training in November.
- Ms. Steffey and Ms. Stanley, Business Manager, discussed how to effectively incorporate the minimum wage increases/Average Consumer Price Index rate change each year into the lower tiers of the LPRL salary grid. A proposal will be submitted to the Policy Review Committee for consideration.
- Ms. Steffey attended a Norton City Council meeting on December 3 to give a PowerPoint presentation demonstrating LPRL's library services and new databases. The presentation was well-received. A suggestion was made that she contact the city schools to schedule a presentation on teacher workdays. She also plans to give her presentation at local Board of Supervisors' meetings during the new year. Trustees encouraged Ms. Steffey to continue her promotion of the library through the PowerPoint presentations.
- Ms. Nan Carmack (Director, Library Development and Networking at The Library of Virginia), Ms. Jones (LPRL Lee County trustee), Ms. Evans (Library Branch Manager), and Ms. Steffey attended a Lee County Board of Supervisors meeting on November 19. Ms. Carmack discussed state and federal funding options and the state contract during the meeting.

### **Donations**

- Ms. Steffey reported that a donation in the amount of \$67,110.28 was added to the Cummings Estate endowment. The endowment fund supports the C. Bascom Slemple Memorial Library.
- The Wise County Recreation Authority made donations in the amount of \$250 and \$200 to the Coeburn and Big Stone Gap libraries. The funds will be used to purchase enhancements for children's programming.
- The Big Stone Gap Library received a donation of \$300 from Sharon Fisher. The donation is earmarked for equipment purchases.
- The Lee County Community Foundation grant and the Gibbs grant for FY2024 have been finalized and the final expenditure reports have been submitted.

### **Library Highlights**

The Director's PowerPoint presentation showcased the fall season and the holidays celebrated in November. Adult crafting, Bingo, crochet clubs, and book clubs were well attended. Photos were shared highlighting adult activities and children participating in various programming events. LPRL staff attended local school and community-based outreach events during the month. Even a

few Christmas-themed activities and displays started to appear by the end of the month. Wise County Library held a Community Christmas program on December 3 and Ms. Steffey shared a parent's heartwarming comments and photos from that event.

The following items were distributed in Trustees' folders:

- ❖ Financials ending August 31, 2024.
- ❖ Accounts Payable Checks Listing for month of November 2024
- ❖ Monthly Stats Report for November 2024
- ❖ Fall/Winter 2024 Mailbox Library Catalog

VII. Reports of Committees - None

VIII. Unfinished Business - None

IX. 1. A letter requesting permission to conduct a Valentine fundraiser was submitted by Friends of the Scott County Library. From January 12 to February 12, patrons can enter a picture of their favorite pet to be considered for Valentine Pet Love of 2025. The pet photos will be displayed for the month and patrons may cast votes by donating a penny per vote. Only patrons will be eligible to win although staff and Friends members may add pet photos to the display. A copy of the request letter was distributed in board packs. Mrs. Lester made a motion to approve the proposed fundraising request; seconded by Ms. Barton. The motion was approved.

2. Ms. Steffey requested board discussion concerning the date for the next meeting. After discussion, a motion was made by Ms. Barton to schedule the next board meeting for Thursday, February 6, 2025. Ms. Jones seconded, and the motion passed.

3. Due to the recent personnel changes, authorized signatories for library bank accounts will need to be updated. The authorized signatory changes requested were described in Enclosure #2 in the board pack. A sample letter was attached for trustees' review. After discussion, Mr. Fischer made a motion to approve the signatory changes as described and approved a sample letter for the Chairman's signature. Ms. Jones seconded the motion, and the motion passed.

Vice-Chair Daniels wished everyone a Merry Christmas. No further business was discussed. A motion to adjourn was made by Ms. Barton. Mrs. Lester seconded. The meeting adjourned at 1:52 p.m.

Ethel Daniels  
Secretary

Chris Allgyer  
Chairman