

LONESOME PINE REGIONAL LIBRARY
REGULAR BOARD MEETING
BOARD OF TRUSTEES
November 7, 2024

105

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

ABSENT: Mr. Lindsay Fischer

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 5, 2024, 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. Ms. R. Scott seconded and the agenda was approved.

II. There were no citizens to speak.

III. Dr. Clark made a motion to accept the October 3, 2024, minutes as presented. Ms. Barton seconded and the motion carried.

IV. Ms. Newsome reported that monthly payables have been reviewed. The printout of monthly payables for October was distributed. After discussion, Ms. T. Scott made a motion to accept the financial report as presented and it was seconded by Ms. Jones. The motion carried.

The following check numbers were reported:

	<u>Beginning</u>	<u>Ending</u>
General Fund	44103	44179

V. Report of Library Director -

Administrative Highlights

- Personnel highlights were discussed by Ms. Steffey. Interviews were held and a candidate was selected to fill the branch manager vacancy at the Scott County Library with a December start date. Two long-term employees have given their retirement notices for the end of the year. Each employee has more than 40 years of service with the library. They are respected leaders and mentors for the library and their absence will impact staff. In anticipation of personnel vacancies, Ms. Steffey has been reviewing LPRL's job

descriptions and minimum salary compensation scale. The items are on the agenda for discussion and review in "New Business."

- Ms. Steffey was excited to report that the promotional campaign for TumbleBooks and ABCmouse databases to our online offerings is generating increased awareness and usage. She is receiving positive feedback.
- Ms. Stanley, Business Manager, participated in two webinars sponsored by the Virginia Retirement System (VRS) highlighting new information concerning employee benefits.

Grants/Donations

- Wise County Public Library received a donation of \$300 from the Friends of Wise Library for the purchase of children's books for distribution at the Wise Fall Fling. The Friends group also provided Wal-Mart gift cards as prizes for Halloween costume contest winners.
- The local Appalachian Sustainable Development office donated 60 pumpkins to the Wise County Public Library for October children's programming.
- The Lee County Community Foundation grant funds for 2024 have been expended. Ms. Steffey is in the process of completing the final expenditure report.
- Ms. Steffey reported that the Big Stone Gap Renovation Project remains on schedule and discussed the progress made.

Library Highlights

- Ms. Steffey reported on upgrades and repairs to some of the libraries during the month of October. She expressed her gratitude to the administrators in our regional system for their support and assistance in maintaining the library buildings and services for the patrons and the community.
- New computer line upgrades were installed at Coeburn Community Library and Scott County Public Library in October. Administrative staff held a phone conference with the E-Rate representative to advise of the line improvements and future needs. The upgrades should have a positive impact on LPRL's patrons' computer usage.
- A sink hole in the front lawn of the Lee County Public Library building was repaired by Lee County's administrator.
- Ms. Steffey participated in a preschool "Community Helper Day" program with a class of Wise County homeschool children at Camp Bethel.
- The Wise Public Library hosted a Mountain Empire Older Citizens' Senior Connections group from Pound on a tour of the library and Ms. Steffey demonstrated LPRL's databases for their usage.
- The Wise County Public Library and Wise County Historical Society plan to partner to host local authors and genealogy research programs.

October was a busy month for LPRL's libraries. Programming attendance doubled from September to October. Some of the October children's programming topics included fire prevention, Columbus Day, and all things Halloween - ghost hunts, ghost stories, costume contests, pumpkin painting, visits to local farms, pumpkin patches, and mazes, and the annual trick-or-treat events in the community. Children's outreach included staff visits to local elementary schools and participation in trunk-or-treat school and community events. Adult programming included Fall and Halloween-themed crafts, bingo, book clubs, and weekly Coffee Connection groups. Scott County Library partnered with The Hope House to present a library display during Domestic Violence Awareness Month. Adult outreach included LPRL

library staff visits to senior citizens sites in our localities for programming and staff participation in the Lee County Tobacco Festival. 107

Ms. Steffey was proud to share that LPRL libraries are developing more programming with topics of interest for more than one age group, encouraging family participation and togetherness. Lego night, family game night, trivia and movie nights are some examples, as well as storywalks and craft classes. Scott County Public Library shared a photo of a beginner's painting class hosted in October showing the mixture of ages in attendance.

Photos were shared of a variety of October programming held throughout the library system during the PowerPoint presentation.

The following items were distributed in trustee folders:

- ❖ Accounts Payable Checks Listing for month of October 2024
- ❖ Financials for June & July 2024
- ❖ Monthly Stats Reports for September and October 2024

VI. Chairman Allgyer reported that the Friends of LPRL Corporation will meet immediately after today's meeting.

Referencing the Policy & Procedure Committee, Ms. Steffey has drafted some modifications to the Policy & Procedure Manual to update some procedures and practices. She distributed her notes to the committee members for review and discussion at the next committee meeting.

VII. Unfinished Business – None

Ms. Steffey requested the board's consideration of the purchase of gift cards in the amount of \$25 for all library employees for Christmas. After discussion, Ms. Daniels made a motion to approve the request. Ms. Holmes seconded, and the motion passed. Ms. Steffey expressed her gratitude to the trustees for approving the request. She remarked how appreciative the staff were of the gift last year.

On behalf of the staff, Ms. Steffey requested the board's consideration to allow LPRL libraries to close on the Saturday after Thanksgiving (no holiday hours will be given). After discussion, Ms. Barton made a motion that LPRL libraries close on the Saturday after Thanksgiving. Ms. Holmes seconded, and the motion carried.

VIII. 1. A written fundraising request was submitted by Friends of the Scott County Public Library to hold a family Christmas photoshoot. A copy of the request letter was distributed in board packs. Ms. Daniels made a motion to approve the proposed request. Ms. R. Scott seconded, and the motion carried.

2. Position Descriptions were included in the board packs for trustees' reference for the following positions:

- a.) Technical Services Manager
- b.) Library Technical Service Assistant
- c.) Branch Manager

- d.) Assistant Branch Manager
- e.) Reference Specialist

Ms. Steffey explained that the position descriptions for Technical Services Manager, Library Technical Service Assistant, and Branch Manager were revised in 2019. She was recommending modifications in the Education, Experience and Training section. She would like to revise the language regarding the type of degree as “preferred” in place of “required” and to add a sentence stating, “Other combinations of education and experience may also be considered.” In addition, she had drafted two new position descriptions for consideration. After board discussion and clarification, Ms. Newsome made a motion to approve the position descriptions in 2a-e as edited. Ms. Barton seconded, and the motion was approved.

3. A copy of the LPRL Compensation Scale Minimum Salary grid for FY2019-2020 and a proposal for FY2025-2026 were distributed for review. Ms. Steffey explained that modification was necessary to comply with the state mandated minimum wage change. After discussion, Ms. Barton made a motion to approve the FY2025-2026 Compensation Scale Minimum Salary proposal. Ms. Daniels seconded, and the motion was approved. Ms. Steffey noted that the proposed changes would be contingent upon funding allocations.

4. On behalf of the LPRL Managers, Ms. Steffey requested the board’s consideration to allow staff and patron participation in local Christmas parades as part of a Lonesome Pine Regional Library float. After discussion, board consensus was to table the matter pending a legal opinion. Ms. Steffey suggested that a proposal be emailed to trustees for review and an email vote taken. On November 14, Ms. Steffey emailed the Wise County attorney’s legal opinion together with a proposed “Parade Liability Waiver” for consideration. All trustees responded in the affirmative; the Parade Liability Waiver was approved.

5. After discussion, there was board consensus to approve the proposed meeting date of December 12, 2024.

Ms. Steffey commented on the September and October monthly stats reports distributed in the board packs. She was pleased that the reports indicate an increase in programming attendance and usage of library databases and services.

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

Ethel Daniel
Secretary

Chris Allgyer
Chairman