

**BLACKWATER REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
July 20, 2022**

Present

MeChelle Blunt – Southampton County
Ora Briggs – Sussex County
Sylvia Claggett – Isle of Wight County
Jennifer Cuthbertson – Southampton County
Deborah Dawson – Surry County
Cathy Funk – Isle of Wight County
Connie Henderson – Isle of Wight County
Pam Lease – City of Franklin
Jessica Moore – Sussex County
William Scott – City of Franklin
Pam Vaughan – Isle of Wight County
Ben Neal – Library Director
Bonnie Lauver – Assistant Library Director
Debbie Carter – Budget & Finance Manager

Remote (via Zoom)

Absent

Terri Hedgepeth – City of Franklin
Michelle Manfred – Isle of Wight County
Denise Tynes – Isle of Wight County
Bill Worsham – Southampton County

Chair, Connie Henderson called the meeting of the Blackwater Regional Library Board of Trustees to order at 3:27 p.m. at the Franklin Branch, following Board Orientation/Refresher.

Agenda

Ms. Vaughan moved, and Ms. Cuthbertson seconded that the agenda be approved as presented. The vote was unanimous.

Consideration of Remote Meeting Participation Requests

None

Minutes

Ms. Moore moved, and Ms. Dawson seconded the minutes be approved as presented. The vote was unanimous.

Public Comment

None

Correspondence

None

Library Director's Report

Central/System-wide Updates

Summer Reading launched in late June. The first week of programs included 10 events, reaching over 600 people. First week circulation of youth books was over 3,500!

There is a Library Page vacancy in Smithfield, and a pending Library Assistant vacancy (effective August 31, 2022) in Smithfield/Carrollton.

BRL staff continued to achieve 100% completion of continuing education goals, and staff completed 204 total trainings in FY2022.

Reports from staff that attended the American Library Association conference in late June were included in the Board packet. BRL staff attended 21 trainings/sessions.

Committee Reports

Budget & Finance – Ms. Moore for Mr. Worsham – Mr. Worsham expressed thanks to the staff and Trustees for the hard work and advocacy during the budget season. BRL was fully funded in all localities.

Personnel & Policy – Ms. Vaughan – no report

Accounts Payable

Ms. Briggs moved, and Ms. Dawson seconded that the accounts payable be filed for the Annual Audit. The vote was unanimous.

Unfinished Business

None

New Business

Presentation of Committee Assignments– Ms. Henderson stated that all Trustees received an email regarding committee assignments. A Committee List for FY2022-2023 was included in the Board packet.

Board Retreat Topic Discussion – Ms. Henderson stated that the Board Retreat will be held September 21, 2022, and requested topics of interest from the Board. Ms. Moore recommended updates on new FOIA and remote meeting laws. Dr. Blunt recommended safety topics. Ms. Henderson asked that any suggestions be emailed to Mr. Neal by July 27, 2022.

Board Member Comments/Announcements

Ms. Moore – Wakefield branch hosted local author, Bonnie Lauver, for a recent Summer Reading program. Waverly branch held another successful farmers market.

Ms. Dawson – Was happy to see Ms. Lauver at a recent Summer Reading program in Surry. The Nottoway Indian Powwow will be held September 17-18 in Surry County.

Ms. Claggett – Thank you for the Board Orientation/Refresher. Welcomed Ms. Cuthbertson to the Board.

Ms. Henderson – Encouraged Trustees to participate in free workshops from United for Libraries. The VLA conference will be in Norfolk in October, registration opens in August.

Announcement of Next Meeting

Board Retreat will be held at 1:00 p.m. on September 21, 2022 at the Franklin Branch. The Blackwater Regional Library Board of Trustees meeting will immediately follow.

Adjournment

Dr. Blunt moved, and Ms. Moore seconded the meeting be adjourned. The vote was unanimous.

The meeting was adjourned at 3:52 p.m.

Respectfully submitted,

Debbie Carter for
Terri Hedgepeth, Secretary