

**BLACKWATER REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
October 19, 2022**

**Present**

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  
Michelle Manfred – Isle of Wight County  
Jessica Moore – Sussex County  
Pam Vaughan – Isle of Wight County  
Bill Worsham – Southampton County  
Ben Neal – Library Director  
Bonnie Lauver – Assistant Library Director  
Debbie Carter – Budget & Finance Manager

**Remote (via Zoom)**

**Absent**

MeChelle Blunt – Southampton County  
Ora Briggs – Sussex County  
Terri Hedgepeth – City of Franklin  
William Scott – City of Franklin  
Denise Tynes – Isle of Wight County

Chair, Connie Henderson called the meeting of the Blackwater Regional Library Board of Trustees to order at 3:01 p.m. at the Franklin Branch.

**Agenda**

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

**Consideration of Remote Meeting Participation Requests**

None

**Minutes**

Ms. Funk moved, and Mr. Worsham seconded the minutes be approved as presented. The vote was unanimous.

**Public Comment**

None

**Correspondence**

None

**Library Director's Report**

**Central/System-wide Updates**

In addition to the revamped hours that began at several locations in September, both Wakefield and Waverly have adjusted hours starting October 17, 2022.

There is a Library Assistant vacancy in Wakefield/Waverly.

BRL staff completed 11 trainings in September. Six staff members and one Board member registered to attend the Virginia Library Association conference in late October.

All staff received training on how to deal with complaints about library materials from Library of Virginia staff.

## **Committee Reports**

*Budget & Finance* – Mr. Worsham – The committee met prior to the Board meeting to review proposals for the FY2024 operating budget. Budget option packets were distributed to all Trustees. Mr. Neal stated there was good discussion of all options in the committee meeting, with the recommended option raising the minimum salary to 13.00 per hour. Please review these options and bring any questions to the November 16, 2022 Budget Workshop and Board meeting.

The committee recommended purchasing a \$30 gift card for all staff for the holidays. The vote was unanimous.

*Personnel & Policy* – Ms. Vaughan – The committee did not have a quorum at its meeting, so her report will fall under New Business.

## **Accounts Payable**

Ms. Moore moved, and Mr. Worsham seconded that the accounts payable be filed for the Annual Audit. The vote was unanimous.

## **Unfinished Business**

None

## **New Business**

*Materials Selection policy* – Language in the Responsibility for Selection section was changed. “Responsibility for the reading of children and adolescents rests with their parents or legal guardians” was removed. “The library encourages parents to have an active and responsible interest in their child’s selection of materials. The library does not act in loco parentis regarding the selection or display of library materials” was added in its place. Selection aids were updated to remove American Record Guide, Downbeat, Opera News, and Wilson Library Bulletin. In the Materials Reconsideration Procedure, the following language was removed “Copies of the Library Director’s responding letter to the patron will be sent to all branches, stations, and members of the Library’s Board of Trustees.” The Request for Reconsideration of Library Materials form was updated based on an ALA template. Ms. Moore moved, and Ms. Manfred seconded the changes to the policy. The vote was unanimous.

*Meeting Room policy* – The following language was removed “The buildings are publicly owned by the localities; therefore, the meeting rooms are not available for private social gatherings, commercial use, or fund raising.” The following language was added: “Use of meeting rooms are permitted with the following **restrictions**: The sale of goods or services, admission fees, and/or solicitation of monetary donations are prohibited. Private social gatherings are prohibited. Events that disrupt other customers use of the library are prohibited.”

Ms. Moore moved, and Ms. Dawson seconded that the policy changes be approved as modified. The vote was unanimous.

## **Board Member Comments/Announcements**

Ms. Funk – Windsor FOTL changed book sale prices to donation only, and sold three times as much!

Ms. Henderson – looking forward to VLA this week

Ms. Lease – Elizabeth Qualls had a great presentation on the Library of Things at the Courtland Ruritan meeting.

## **Announcement of Next Meeting**

The next meeting of the Blackwater Regional Library Board of Trustees will be the Budget Workshop at 1:00 p.m. on November 16, 2022 at the Franklin Branch. The Board meeting will immediately follow.

## **Adjournment**

Ms. Funk moved, and Ms. Lease seconded the meeting be adjourned. The vote was unanimous.

The meeting was adjourned at 3:31 p.m.

Respectfully submitted,

Debbie Carter for  
Terri Hedgepeth, Secretary