

**BLACKWATER REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
November 16, 2022**

Present

Ora Briggs – Sussex County
Sylvia Claggett – Isle of Wight County
Jennifer Cuthbertson – Southampton County
Cathy Funk – Isle of Wight County
Connie Henderson – Isle of Wight County
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

MeChelle Blunt – Southampton County
Deborah Dawson – Surry County
Terri Hedgepeth – City of Franklin
Pam Lease – 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 1:57 p.m., immediately following the Budget Workshop, at the Franklin Branch.

Agenda

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

Consideration of Remote Meeting Participation Requests

None

Minutes

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

Public Comment

None

Correspondence

None

Library Director's Report

Central/System-wide Updates

There is a Library Assistant vacancy in Wakefield/Waverly.

BRL staff completed 30 trainings in October. Multiple staff members and one Trustee attended the Virginia Library Association conference in Norfolk.

October saw nearly 15,000 visits to library locations and over 180 programs that reached more than 4,000 members of our community.

Staff enjoyed the annual In-Service Day on October 10, where they received important training and participated in fun team-building games.

Committee Reports

Budget & Finance – Ms. Moore – FY2024 Operating Budget options were distributed in the Board packet. The committee recommends a budget with a \$13.00/hour minimum salary (page 24 in packet). Ms. Henderson reminded Trustees that a primary role of the Board is advocacy, and asked that Trustees attend budget meetings in their respective localities, as well as encourage library patrons to attend. Mr. Neal will update the Board with meeting dates as they are scheduled. Ms. Moore asked for questions regarding the budget. Hearing none, Ms. Henderson called for a vote to approve the operating budget option with a minimum salary of \$13.00/hour. The vote was unanimous.

Ms. Moore – The committee recommends the revised salary scale with a minimum salary of \$13.00/hour found in the packet. The vote was unanimous.

Personnel & Policy – Ms. Vaughan – The committee is revising the anti-harassment and Rules of Patron Behavior policies. Revisions have been sent for legal review, and they hope to complete work in January 2023.

Accounts Payable

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

Unfinished Business

FY2023-2024 Budget Approval – discussed in Budget & Finance Committee report

Salary Scale Revision – discussed in Budget & Finance Committee report

New Business

None

Board Member Comments/Announcements

Ms. Briggs – Community Coalition of Sussex, VA will host a turkey giveaway on November 21, 2022

Dr. Scott – Brothers Keepers will host a community-wide dinner on Thanksgiving Day. His new book *The Black Owl of NSA* is available on Amazon.

Ms. Funk – Windsor FOTL will receive 10% of sales at Q-Daddy's - December 3 – 10, 2022 (with flyer)

Ms. Moore – Wakefield & Waverly book clubs continue to meet. Waverly closed out its Farmers Market for the year in October.

Ms. Vaughan – caught Outreach staff at Riverside, great turnout.

Ms. Henderson – attended many informative sessions at VLA. Highly recommends conference.

Announcement of Next Meeting

The next meeting of the Blackwater Regional Library Board of Trustees will be at 3:00 p.m. on January 23, 2023 at the Franklin Branch.

Adjournment

Ms. Vaughan moved, and Ms. Cuthbertson seconded the meeting be adjourned. The vote was unanimous. The meeting was adjourned at 2:34 p.m.

Respectfully submitted,

Debbie Carter for
Terri Hedgepeth, Secretary