

**BLACKWATER REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
January 18, 2023**

**Present**

Ora Briggs – Sussex County  
Sylvia Claggett – Isle of Wight County  
Cathy Funk – Isle of Wight County  
Terri Hedgepeth – City of Franklin  
Connie Henderson – Isle of Wight County  
Pam Lease – City of Franklin  
Michelle Manfred – Isle of Wight County  
Jessica Moore – Sussex County  
Denise Tynes – Isle of Wight County  
Pam Vaughan – Isle of Wight County  
Bill Worsham – Southampton County  
Ben Neal – Library Director  
Bonnie Lauer – Assistant Library Director  
Debbie Carter – Budget & Finance Manager

**Remote (via Zoom)**

Deborah Dawson – Surry County

**Absent**

MeChelle Blunt – Southampton County  
Jennifer Cuthbertson – Southampton County  
William Scott – City of Franklin

Chair, Connie Henderson called the meeting of the Blackwater Regional Library Board of Trustees to order at 3:00 p.m. at the Franklin Branch.

**Agenda**

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

**Consideration of Remote Meeting Participation Requests**

Trustee Dawson requested to attend this meeting remotely. Mr. Neal read the Motion to Permit Board Member to Participate Remotely, filled in the required information, and conducted a roll call vote.

Ayes: Briggs, Claggett, Dawson, Funk, Henderson, Lease, Manfred, Moore, Tynes, Vaughan, Worsham

Nays: none

**Minutes**

Ms. Tynes moved, and Ms. Manfred seconded the minutes be approved as presented. Ms. Carter conducted a roll call vote.

Ayes: Briggs, Claggett, Dawson, Funk, Henderson, Lease, Manfred, Moore, Tynes, Vaughan, Worsham

Nays: none

**Public Comment**

None

**Correspondence**

Thank you cards from staff were available for Trustees.

**Library Director's Report**

**Central/System-wide Updates**

There is a Library Assistant vacancy in Wakefield/Waverly.

BRL staff completed 31 trainings in November/December. All regular staff completed one self-appointed training by 12.31.2022.

Hearing Loops Adaptive Technology installed at circulation desks at physical locations.

BRL will host a Winter Reading Program initiative February 6 – March 4, 2023.

### **Committee Reports**

*Budget & Finance* – Mr. Worsham – FY2024 funding requests have been submitted to all localities. Please continue to advocate for libraries on state and local levels. As meetings/hearings are scheduled, please plan to attend. Ms. Henderson – reinforced the importance of the advocacy role of Trustees

*Personnel & Policy* – Ms. Vaughan – no report

### **Accounts Payable**

Mr. Worsham moved, and Ms. Vaughan seconded that the accounts payable be filed for the Annual Audit. Ms. Carter conducted a roll call vote.

Ayes: Briggs, Claggett, Dawson, Funk, Hedgepeth, Henderson, Lease, Manfred, Moore, Tynes, Vaughan, Worsham

Nays: none

### **Unfinished Business**

Acceptance of Annual Audit – Mr. Neal gave a brief synopsis of, and asked for questions regarding, the financial audit submitted by Barnes, Brock, Cornwell, and Painter, PLC. Ms. Henderson asked for a motion to accept the audit. Ms. Moore moved, and Mr. Worsham seconded the audit be accepted as presented. Ms. Carter conducted a roll call vote.

Ayes: Briggs, Claggett, Dawson, Funk, Hedgepeth, Henderson, Lease, Manfred, Moore, Tynes, Vaughan, Worsham

Nays: none

### **New Business**

Ms. Tynes—brought up staff holidays and a need for increased hours at certain locations. Mr. Neal said he would look into developing a survey about the issue so that the board can gather information.

### **Board Member Comments/Announcements**

Ms. Moore – Waverly Friends will host a paint night on January 23, 2023. Please call to register if interested.

Ms. Funk – appreciated all holiday programs/community projects

Ms. Manfred – likes staffing/training reports in packet

Ms. Hedgepeth – Rawls Museum Arts will be closed for repairs from water damage due to a broken pipe

Ms. Henderson – very important for Trustees to attend budget hearings. There are six important bills currently going through Virginia Legislature. Please advocate on behalf of libraries. Mr. Neal will update the Board on things affecting public libraries after the General Assembly session wraps up.

### **Announcement of Next Meeting**

The next meeting of the Blackwater Regional Library Board of Trustees will be at 3:00 p.m. on February 15, 2023 at the Franklin Branch.

### **Adjournment**

Ms. Tynes moved, and Ms. Manfred seconded the meeting be adjourned. Ms. Carter conducted a roll call vote.

Ayes: Briggs, Claggett, Dawson, Funk, Henderson, Lease, Manfred, Moore, Tynes, Vaughan, Worsham

Nays: none

The meeting was adjourned at 3:53 p.m.

Respectfully submitted,

Debbie Carter for  
Terri Hedgepeth, Secretary