

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

Present

Ora Briggs – Sussex County
Sylvia Claggett – Isle of Wight County
Deborah Dawson – Surry County
Terri Hedgepeth – City of Franklin
Connie Henderson – Isle of Wight County
Michelle Manfred – Isle of Wight County
Jessica Moore – Sussex County
Judge Alfreda Talton-Harris – City of Franklin
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
Jennifer Cuthbertson – Southampton County
Pam Lease – City of Franklin
Denise Tynes – Isle of Wight County

Chair, Bill Worsham called the meeting of the Blackwater Regional Library Board of Trustees to order at 3:02 p.m. at the Franklin Branch. Mr. Worsham welcomed Trustee Judge Alfreda Talton-Harris to the Board.

Agenda

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

Consideration of Remote Meeting Participation Requests

None

Minutes

Ms. Manfred 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

The FY2023 audit is underway with Barnes, Brock, Cornwell, & Painter, PLC.

BRL participated in three National Night Out events in early October, bringing total National Night Out events to seven for the year in our service area.

Holiday Food Drive (Food for Fines) launches in November for local food pantries.

BRL is fully staffed as of October 11, 2023.

Mr. Neal gave a supplemental presentation on demographics of our service area and library usage, and answered questions from Trustees.

Committee Reports

Budget & Finance – Ms. Moore – The committee met on October 3, 2023, notes are included in the Board handouts. The entire committee attended, in addition to Mr. Neal, Ms. Lauver, and Ms. Carter. They discussed adjustments to the salary scale and operating budget lines. The committee will meet again on November 15, 2023 at 1:00 p.m., followed by the Budget Workshop at 2:00 p.m. All Trustees are encouraged to attend the Budget Workshop. The Board meeting will immediately follow the workshop, where the FY2025 Operating Budget will be adopted. Ms. Moore has received no input from Trustees. If you have input/questions, please contact her no later than November 1, 2023. Budget options will be emailed to committee members by November 1, and sent to the entire Board in the November mailed packet.

Personnel & Policy – Ms. Vaughan – no report

Accounts Payable

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

Unfinished Business

None

New Business

None

Board Member Comments/Announcements

Ms. Dawson – Chippokes Harvest Festival – October 21, 2023 @ Chippokes Plantation State Park

Ms. Hedgepeth – A wonderful art show opens at Rawls Museum Arts on October 19, 2023. They will also attend the Business Expo on November 19, 2023.

Ms. Briggs – Community Coalition of Sussex will host a harvest festival and trunk-or-treat on October 28, 2023

Ms. Moore – Wakefield and Waverly book clubs are alive and well. Wakefield held a craft program on October 17. Waverly held a paint night on October 16; its last farmers market of the season on October 17, and is planning a trunk-or-treat on October 31. They will host another paint night in March.

Announcement of Next Meeting

The next Blackwater Regional Library Board of Trustees meeting will be on November 15, 2023 at the Franklin Branch. The Budget & Finance Committee will meet at 1:00 p.m., and all Trustees should plan to attend the Budget Workshop beginning at 2:00 p.m. The Board meeting will immediately follow the Budget Workshop.

Adjournment

Ms. Moore moved, and Ms. Hedgepeth seconded the meeting be adjourned. The vote was unanimous. The meeting was adjourned at 4:15 p.m.

Respectfully submitted,

Debbie Carter for
Sylvia Claggett, Secretary