

**BLACKWATER REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
March 20, 2024**

Present

Ora Briggs – Sussex County
Sylvia Claggett – Isle of Wight County
Deborah Dawson – Surry County
Terri Hedgepeth – 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

Remote (via Zoom)

Absent

MeChelle Blunt – Southampton County
Jennifer Cuthbertson – Southampton County
Rita Gibson – Isle of Wight County
Connie Henderson – Isle of Wight County
Pam Lease – City of Franklin
Judge Alfreda Talton-Harris – City of Franklin
Denise Tynes – Isle of Wight County
Debbie Carter – Budget & Finance Manager

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.

Agenda

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

Public Comment

None

Correspondence

None

Library Director's Report

Mr. Neal highlighted the book donation drive sponsored by Smithfield Alumnae Chapter of Delta Sigma Theta Sorority Inc.; donation sites include the Carrollton, Smithfield, Surry and Windsor Branches.

The Winter Reading Program was a success with a projected 200 students participating and over 2,000 books read.

Mr. Neal presented a supplemental presentation detailing current usage trends and changes. Blackwater Regional Library's "Promoter Score" was 92, which indicates BRL patrons are highly likely to recommend the library to others. Trends also indicate BRL's door count and materials usage, with the exception of DVDs and physical audiobooks, are all on the rise.

Committee Reports

Budget & Finance – Ms. Moore – Mr. Scott Carr, Wells Fargo Financial Advisor, will attend the May Board meeting with an update and to answer any questions or concerns. Please forward questions to Mr. Neal prior to the April meeting to allow Mr. Carr time to research and formulate answers. Sussex County cancelled the March Budget Session due to lack of quorum; the meeting has been rescheduled for April. Mr. Neal presented to the Sussex Board of Supervisors at the February meeting to share library information and answer questions. Southampton County Budget Hearing is scheduled for April 10, 2024.

Personnel & Policy – Ms. Vaughan – In the March Board mailing you will find the Library Director’s evaluation form; please complete and return to Ms. Fisk before the April Board meeting. Board members are asked to refer to last year’s evaluation and goals, also attached, to complete the new evaluation. Questions should be directed to Ms. Vaughan.

Ms. Vaughan noted:

- On page 2 “Mutually Established Goals” – Board members should use the same grading system found in other areas of the form.
- Please change the rating period on the form to 7/23 to 2/24

Accounts Payable

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

Unfinished Business

None

New Business

Nominating Committee – Mr. Worsham appointed the following Trustees to the Nominating Committee for FY2025 officers: Ms. Lease, Ms. Moore, and Ms. Claggett.

Board Member Comments/Announcements

Ms. Hedgepeth: Photography Exhibit April 6 – May 3, 2024 (handout); Rawls Museum Arts Summer Camps (handout); Seeking a new Director (informational, no handout); Schedule of Upcoming Events (handout)

Mr. Worsham: Encouraged Board members to continue to support the budget process

Ms. Briggs: The 2024 Job Fair at Sussex Central High School is scheduled for Wednesday, April 17, 2024. The event will be open to students during school hours and to the public from 6-8 pm. Jarratt – The Community Coalition of Sussex will assist with the 5K Walk to be held in April.

Ms. Moore: Book Club continues to meet in both Wakefield and Waverly Branches. Waverly Branch Easter Program will be held Tuesday, March 26, 2024 at 5pm

Announcement of Next Meeting

The next Blackwater Regional Library Board of Trustees meeting will be on April 17, 2024 at 3:00 p.m. at the Franklin Branch.

Adjournment

Ms. Briggs moved, and Ms. Vaughan seconded the meeting be adjourned. The vote was unanimous. The meeting was adjourned at 3:44 p.m.

Respectfully submitted,

Debbie Carter for
Sylvia Claggett, Secretary