

**BLACKWATER REGIONAL LIBRARY
BOARD OF TRUSTEES MEETING MINUTES**

April 17, 2024

Present

MeChelle Blunt – Southampton County
Ora Briggs – Sussex County
Sylvia Claggett – Isle of Wight County
Deborah Dawson – Surry County
Pam Lease – City of Franklin
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

Jennifer Cuthbertson – Southampton County
Terri Hedgepeth – City of Franklin
Michelle Manfred – Isle of Wight County
Denise Tynes – Isle of Wight County

Chair, Bill Worsham called the meeting of the Blackwater Regional Library Board of Trustees to order at 3:07 p.m. at the Franklin Branch.

Agenda

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

Consideration of Remote Meeting Participation Requests

None

Minutes

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

Public Comment

None

Correspondence

Mr. Neal received a letter from the City of Franklin that Ms. Hedgepeth has been reappointed for another term. Ms. Gibson has resigned from the Board, due to an out-of-state move. Ms. Henderson has also resigned from the Board. Isle of Wight County is searching for replacements for both.

Library Director's Report

BRL celebrated National Library Week in early April with special promotions and events. Isle of Wight Museum ran a special promotion for free entry with a BRL card; 40 of the 150 visitors that week got in free with their library cards.

There are a couple of vacancies in Outreach; interviews are scheduled for next week. There are also two part-time Library Assistant vacancies.

Isle of Wight Public Works installed an automatic door opener at the Smithfield branch. BRL appreciates Isle of Wight making the branch more accessible for our patrons.

Heading into the final quarter of FY2024, circulation is up 10%, active users are up 13%, program attendance is up 16%, and door counts are even up over the same point in FY2023.

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. If you have not already, please forward questions to Mr. Neal in the next week to allow Mr. Carr time to research and formulate answers.

Personnel & Policy – Ms. Vaughan – Library Director’s evaluations are due today. If you have not completed/returned yours, please send to Amy at the Central office in the delivery, or to Ms. Vaughan by mail as soon as possible.

Nominating – Ms. Lease – The committee is working, and hopes to present a slate of officers at the May Board meeting.

Accounts Payable

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

Unfinished Business

Mr. Neal – Fine-free soft launch – Overdue fines are no longer accruing on patron accounts.

Promotions/advertising will begin May 1, 2024.

Ms. Vaughan inquired on the status of the Windsor branch addition. Mr. Neal stated that Isle of Wight County is going out for bid again in June. He will keep IOW Trustees informed.

New Business

None

Board Member Comments/Announcements

Ms. Claggett: sorority collected over 100 books to be donated to BRL

Ms. Blunt: expressed thanks for all BRL does in the community

Ms. Moore: Book Club continues to meet in both Wakefield and Waverly Branches. There have been no budget meetings in Sussex yet, she is hopeful for full funding for BRL.

Mr. Worsham: Attended two Board of Supervisor/City Council meetings with Mr. Neal. He thinks things look positive at this point.

Announcement of Next Meeting

The next Blackwater Regional Library Board of Trustees meeting will be on May 15, 2024 at 3:00 p.m. at the Franklin Branch.

Adjournment

Ms. Briggs moved, and Ms. Blunt seconded the meeting be adjourned. The vote was unanimous.

The meeting was adjourned at 3:33 p.m.

Respectfully submitted,

Debbie Carter for
Sylvia Claggett, Secretary