

**BLACKWATER REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
June 26, 2024**

**Present**

Sylvia Claggett – Isle of Wight County  
Jennifer Cuthbertson – Southampton County  
Deborah Dawson – Surry County  
Terri Hedgepeth – City of Franklin  
Pam Lease – City of Franklin  
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  
Debbie Carter – Budget & Finance Manager  
Megan Wilson – Outreach Services & Marketing Coordinator

**Remote (via Zoom)**

Ora Briggs – Sussex County

**Absent**

MeChelle Blunt – Southampton County  
Denise Tynes – Isle of Wight County  
Bonnie Lauver – Assistant Library Director

Chair, Bill Worsham called the meeting of the Blackwater Regional Library Board of Trustees to order at 3:03 p.m. at the Franklin Branch.

**Agenda**

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

**Minutes**

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

**Public Comment**

None

**Correspondence**

Letter from Isle of Wight appointing Cathy Lippard to replace Denise Tynes. Ms. Lippard will join the Board in July. There are currently three vacancies in Isle of Wight.

**Library Director's Report**

Be sure to check out BRL's new website design @ [www.blackwaterlib.org](http://www.blackwaterlib.org). Thank you to the Library of Virginia and all staff that made this update successful.

Summer Reading began on June 24<sup>th</sup>, and will run through August 3<sup>rd</sup>. All branches will host weekly programs/events. Summer Reading encourages reading and outdoor activities to keep minds fresh during summer break from school!

Outreach Services and Marketing Coordinator, Megan Wilson gave an engaging presentation on the future of outreach services and new marketing initiatives.

**Consideration of Remote Meeting Participation Requests**

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

Ayes: Claggett, Cuthbertson, Dawson, Hedgepeth, Lease, Manfred, Moore, Talton-Harris, Vaughan, Worsham

Nays: none

## **Committee Reports**

*Budget & Finance* – Ms. Moore – Sussex County approved its budget earlier in the day. BRL is fully funded in all localities!

*Personnel & Policy* – Ms. Vaughan – The committee did not meet.

## **Accounts Payable**

Ms. Moore moved, and Ms. Hedgepeth seconded that the accounts payable be filed for the Annual Audit. The vote was unanimous. Ms. Carter conducted a roll call vote.

Ayes: Briggs, Claggett, Cuthbertson, Dawson, Hedgepeth, Lease, Manfred, Moore, Talton-Harris, Vaughan, Worsham

Nays: none

## **Unfinished Business**

*Election of FY2024-2025 Officers* – Mr. Worsham – During the May Board meeting, the Nominating Committee presented the following slate of officers for fiscal year 2025: Chair: Deborah Dawson; Vice-Chair, Pam Lease; Secretary, Sylvia Claggett. Mr. Worsham asked for nominations from the floor, there were none. Ms. Moore moved, and Ms. Vaughan seconded that this slate of officers be approved. Ms. Carter conducted a roll call vote.

Ayes: Briggs, Claggett, Cuthbertson, Dawson, Hedgepeth, Lease, Manfred, Moore, Talton-Harris, Vaughan, Worsham

Nays: none

## **New Business**

*Amended FY2023-2024 Operating Budget* - Mr. Neal reviewed amendments to the FY2023-2024 operating budget and answered any questions. Ms. Moore moved, and Ms. Claggett seconded the amended budget be approved as presented. Ms. Carter conducted a roll call vote.

Ayes: Briggs, Claggett, Cuthbertson, Dawson, Hedgepeth, Lease, Manfred, Moore, Talton-Harris, Vaughan, Worsham

Nays: none

*Acknowledgement of Outgoing Board Members* – Mr. Neal recognized Trustees Manfred and Tynes, whose terms will end effective June 30, 2024. Mr. Neal and the Board thanked Ms. Manfred for her service. Ms. Tynes was not in attendance.

## **Board Member Comments/Announcements**

Ms. Claggett – thanked Megan for an awesome Outreach Services/Marketing presentation

Judge Harris – reviewed staffing/training report, and had questions about Homework Help. Mr. Neal reviewed the database for Trustees

Ms. Vaughan – United for Libraries is hosting a 3-day virtual event July 30 – August 1, with the first day for Trustees. This is a great benefit for anyone with time to log in. Mr. Neal will send info to the Board.

Ms. Moore – The book selection webinar offered by United for Libraries was very worthwhile. Trustees should be aware of current issues and legal ramifications.

Ms. Dawson: Summer Reading is in full force in Surry. Kim and staff are setting up at Surry Farmers Market once a month.

Ms. Hedgepeth: New RMA Director, Zoe Beale, hit the ground running. The Hard Candy show is open until mid-to-late July.

Ms. Briggs – The Community Coalition will hold a ribbon cutting for the new pickleball court on July 12!

## **Announcement of Next Meeting**

The next Blackwater Regional Library Board of Trustees meeting will be Board Orientation on July 24, 2024 at 1:00 p.m. at the Franklin Branch. The Board meeting will immediately follow Orientation.

**Adjournment**

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

Ayes: Briggs, Claggett, Cuthbertson, Dawson, Hedgepeth, Lease, Manfred, Moore, Talton-Harris, Vaughan, Worsham

Nays: none

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

Respectfully submitted,

Debbie Carter for  
Sylvia Claggett, Secretary