

**BLACKWATER REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
September 18, 2024**

**Present**

Deborah Dawson – Surry County  
Charlene Herrala – Isle of Wight County  
Pam Lease – City of Franklin  
Terri Hedgepeth – City of Franklin  
Kathy Lippard – Isle of Wight County  
Jessica Moore – Sussex County  
Judge Alfreda Talton-Harris – City of Franklin  
Pam Vaughan – Isle of Wight County  
Johanna Wiggins – Isle of Wight County  
Bill Worsham – Southampton County  
Ben Neal – Library Director  
Debbie Carter – Budget & Finance Manager

**Remote (via Zoom)**

**Absent**

MeChelle Blunt – Southampton County  
Ora Briggs – Sussex County  
Sylvia Claggett – Isle of Wight County  
Jennifer Cuthbertson – Southampton County  
Bonnie Lauver – Assistant Library Director

Chair, Deborah Dawson called the meeting of the Blackwater Regional Library Board of Trustees to order at 2:08 p.m. at the Franklin Branch.

**Agenda**

Ms. Moore requested “Consideration of Fiscal Agent Contract” be added under New Business. Ms. Lippard moved, and Ms. Lease seconded that the agenda be approved as amended. The vote was unanimous.

**Consideration of Remote Meeting Participation Requests**

None

**Minutes**

Mr. Worsham moved, and Ms. Harris seconded the minutes be approved as presented. The vote was unanimous.

**Public Comment**

None

**Correspondence**

None

**Library Director’s Report**

Roku device project launched in September to provide popular streaming services free of charge to our patrons. Mr. Neal demonstrated a Roku device, and explained it works.

Summer Reading Program 2024 was a success with over 1,200 children registered and over 22,000 children’s books checked out system-wide. 74 SRP programs were held with over 5,000 people attending.

BRL participated in National Night Out festivities in Surry, Stony Creek, Wakefield, and Windsor.

**Committee Reports**

*Budget & Finance* – Ms. Moore – The committee meeting was cancelled, but will be rescheduled very soon, to work on annual budget preparations. Mr. Neal will contact committee members with possible meeting dates.

*Personnel & Policy* – Ms. Vaughan – The committee did not meet. They typically meet the first Wednesday of each month at 3:00 p.m. New committee members, please let Ms. Vaughan know if those days do not work for you.

*Long Range Planning* – no report

#### **Accounts Payable**

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

#### **Unfinished Business**

*Committee Lists* - Mr. Neal will send updated committee lists to Trustees.

#### **New Business**

*Consideration of Fiscal Agent Contract* – Ms. Moore – Every three years, the Fiscal Agent contract needs to be renewed. The Fiscal Agent (currently Southampton County) holds funds, makes bank deposits, and is a signer on checks. BRL is also enrolled in Virginia Retirement System and purchases health insurance through Southampton County. Ms. Moore moved, and Mr. Worsham seconded to ask Mr. Neal to renegotiate the Fiscal Agent contract with Southampton County. The vote was unanimous.

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

Mr. Worsham – Courtland needs volunteers. Please encourage people to volunteer at all branches.

Ms. Moore – Wakefield & Waverly Book Clubs resumed (September – May); the 9/17 Farmer’s Market was rained out, next one in October.

Ms. Dawson – excited about Roku devices; Nottoway Powwow is 9/21 – 9/22, BRL will be onsite.

Mr. Neal – Relay For Life of Franklin/Southampton is 9/21, BRL will be onsite with outdoor games and volunteers.

#### **Announcement of Next Meeting**

The next Blackwater Regional Library Board of Trustees meeting will be on October 16, 2024 at 3:00 p.m. at the Franklin Branch.

#### **Adjournment**

Ms. Lease moved, and Ms. Vaughan seconded the meeting be adjourned. The vote was unanimous.

The meeting was adjourned at 2:45 p.m.

Respectfully submitted,

Debbie Carter for  
Sylvia Claggett, Secretary