

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

**Present**

Ora Briggs – Sussex County  
Sylvia Claggett – Isle of Wight County  
Deborah Dawson – Surry County  
Charlene Herrala – Isle of Wight County  
Pam Lease – City of Franklin  
Kathy Lippard – Isle of Wight County  
Jessica Moore – Sussex County  
Judge Alfreda Talton-Harris – City of Franklin  
Johanna Wiggins – 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  
Terri Hedgepeth – City of Franklin  
Pam Vaughan – Isle of Wight County

Chair, Deborah Dawson called the meeting of the Blackwater Regional Library Board of Trustees to order at 2:51 p.m. at the Franklin Branch.

**Consideration of Remote Meeting Participation Requests**

None

**Agenda**

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

**Minutes**

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

**Public Comment**

None

**Correspondence**

None

**Library Director's Report**

Staff attended Virginia Library Association and Association of Bookmobile & Outreach Services conferences for important continuing education.

BRL participated in four National Night Out events on October 1<sup>st</sup>.

The Winter Coat Drive is underway. New and gently used coats will be collected at all BRL branches through November 30, 2024 to benefit youth and adults in our service area.

**Committee Reports**

*Budget & Finance* – Ms. Moore – Please be sure to read through the FY2024 Audit found at your tables.

*Personnel & Policy* – Mr. Neal – The committee is working on a policy for the reserve fund.

*Long Range Planning* – Mr. Neal – The committee hopes to meet in January 2025.

### **Accounts Payable**

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

### **Unfinished Business**

*FY2025-2026 Annual Budget* – Ms. Dawson called for questions. Hearing none, she called for a motion and vote. Ms. Moore moved, and Mr. Worsham seconded that the FY2025-2026 Annual Budget be approved as presented. The budget passed with 9 ayes. Ms. Wiggins abstained.

*Fiscal Agent Contract* – After BRL’s attorney reviewed the contract, it was sent to Southampton County Administration for approval. Southampton County Administrator, Brian Thrower, signed the contract on November 18, 2024. Ms. Moore moved, and Judge Harris seconded to ratify the Fiscal Agent contract with Southampton County, effective July 1, 2025 through June 30, 2028. The vote was unanimous.

### **New Business**

*Approval of FY2024 Annual Audit* – Mr. Neal – BRL is required by the Library of Virginia and localities in our service area to have an annual audit. The FY2024 audit was clean. Ms. Lease moved, and Ms. Briggs seconded that the audit be accepted. The vote was unanimous.

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

Ms. Herrala – plugged coat drive at Delta Kappa Gamma meeting

Ms. Moore – Santa will visit Wakefield and Waverly, book clubs met in both branches, will meet again in January

Mr. Worsham – when speaking to local representatives, direct them to library happenings in newspapers to show them how money is being spent

Ms. Lease – Franklin/Southampton Chamber Expo is November 21, 2024 at the Workforce Development Center

Ms. Briggs – Stony Creek will hold a parade on the 1<sup>st</sup> Sunday in December at 2:00. There is a new community children’s library, accepting gently used books.

Ms. Dawson – shared coat drive with colleagues at school and church. Santa will visit Surry on the 21<sup>st</sup>

Ms. Lippard – has been talking to people about library services. Lots of people are surprised at all things BRL offers!

### **Announcement of Next Meeting**

The next Blackwater Regional Library Board of Trustees meeting will be on January 15, 2025 at 3:00 p.m. at the Franklin Branch.

### **Adjournment**

Mr. Worsham moved, and Ms. Herrala seconded the meeting be adjourned. The vote was unanimous.

The meeting was adjourned at 3:15 p.m.

Respectfully submitted,

Debbie Carter for  
Sylvia Claggett, Secretary