

**BLACKWATER REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
June 21, 2023**

**Present**

Ora Briggs – Sussex County  
Jennifer Cuthbertson – Southampton County  
Deborah Dawson – Surry County  
Cathy Funk – Isle of Wight County  
Terri Hedgepeth – City of Franklin  
Connie Henderson – Isle of Wight County  
Pam Lease – 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  
Debbie Carter – Budget & Finance Manager

**Remote (via Zoom)**

**Absent**

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

Chair, Connie Henderson called the meeting of the Blackwater Regional Library Board of Trustees to order at 3:02 p.m. at the Franklin Branch.

**Consideration of Remote Meeting Participation Requests**

None

**Agenda**

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

**Minutes**

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

**Public Comment**

None

**Correspondence**

None

**Library Director's Report**

**Central/System-wide Updates**

BRL launched new community partnerships with Bronco Federal Credit Union and St. Luke's Historic Church and Museum. Patrons who complete the 1,000 Books Before Kindergarten program will receive a voucher for a \$25 starter account in BFCU's Buzz Club Financial Literacy Program. BRL patrons will receive a free tour of St. Luke's Church with their library cards.

Nearly 16,000 library visits and 25,000 items circulated in May (both up double-digits YoY).

Blood pressure monitors were added to the Library of Things to aid in the public health need of our service area.

Mr. Neal presented an update on the 2023 General Assembly Public Library-centric and affected legislation and answered questions from the Board.

## **Committee Reports**

*Budget & Finance* – Mr. Worsham – Staff presented an amended FY2023 budget to adjust some line items. The committee recommended approval of the FY2023 budget as amended. The vote was unanimous.

Mr. Worsham shared that Wells Fargo Advisor, Scott Carr, has again been recognized as Forbes Best-in-State Wealth Advisor, 2018-2023. BRL is fortunate to work with Mr. Carr and his team.

*Personnel & Policy* – Ms. Vaughan – The committee did not have quorum at its June meeting, and brought three policies to the Board.

To comply with Virginia Code, public bodies must have a FOIA policy in place. Mr. Neal discussed the policy presented by the committee and called for questions. Ms. Moore moved, and Mr. Worsham seconded that the policy be approved as presented. The vote was unanimous.

BRL's attorney reviewed and updated language in the Anti-Harassment policy. Ms. Manfred moved, and Ms. Briggs seconded that the policy be approved as presented. The vote was unanimous.

BRL's attorney also reviewed and updated language in the Rules of Patron Behavior policy, changing the name to the Rules of Library Behavior. Ms. Lease moved, and Ms. Briggs seconded that the policy be approved as presented. The vote was unanimous.

*Nominating* – Ms. Vaughan – The committee presented the following slate of officers for 2023-2024 at the May 17, 2023 meeting: Mr. Worsham, Chair; Ms. Dawson, Vice-Chair; Ms. Claggett, Secretary. There were no other nominations. Ms. Hedgepeth moved, and Ms. Briggs seconded that the slate of officers be elected as presented. The vote was unanimous.

## **Accounts Payable**

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

## **Unfinished Business**

None

## **New Business**

*FY2023-2024 Meeting Schedule and Board Retreat Discussion* – Ms. Vaughan moved, and Ms. Lease seconded that the FY2023-2024 meeting schedule be approved as presented. The vote was unanimous.

Mr. Neal asked for input on the September 20, 2023 Board Retreat. After some discussion, the consensus was to focus on strategic planning.

*Acknowledgement of Outgoing Board Member* – Ms. Henderson and Mr. Neal expressed gratitude to outgoing Board Member, Cathy Funk. Ms. Funk has served BRL for eight years as a Trustee on the Budget & Finance Committee. Mr. Neal passed along the sad news of Dr. Scott's passing and mentioned that appropriate condolences have been paid to the family

## **Board Member Comments/Announcements**

Ms. Vaughan – expressed thanks for the great percentage of completed Director's evaluations. She compiled the results and reviewed them with Mr. Neal. Great evaluation.

Ms. Henderson – Ms. Tynes expressed the need for longer library hours

Ms. Moore – Wakefield and Waverly book clubs are on summer break. Waverly continues to host the Farmers Market. Friends groups plan to assist with Summer Reading at both branches.

Ms. Hedgepeth – Kenny King's show at Rawls Museum Arts, concentrating on rural Southampton County and the Outer Banks of North Carolina, is up until the end of July. Come by to see his amazing work!

## **Announcement of Next Meeting**

The next meeting of the Blackwater Regional Library Board of Trustees will be at 3:00 p.m. on July 19, 2023 at the Franklin Branch.

**Adjournment**

Ms. Vaughan moved, and Mr. Worsham seconded the meeting be adjourned. The vote was unanimous. The meeting was adjourned at 4:18 p.m.

Respectfully submitted,

Debbie Carter for  
Terri Hedgepeth, Secretary