

**BLACKWATER REGIONAL LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
July 19, 2023**

**Present**

Ora Briggs – Sussex County  
Deborah Dawson – Surry 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  
Jennifer Cuthbertson – Southampton County  
Denise Tynes – Isle of Wight County

Chair, Bill Worsham called the meeting of the Blackwater Regional Library Board of Trustees to order at 2:50 p.m. at the Franklin Branch, following Board Orientation/Refresher.

**Agenda**

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

**Consideration of Remote Meeting Participation Requests**

None

**Minutes**

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

**Public Comment**

None

**Correspondence**

Mr. Neal circulated a thank you note from Cathy Funk for her Trustee appreciation gift.

**Library Director's Report**

**Central/System-wide Updates**

Summer Reading launched in late June. The first couple of weeks of programs saw 22 events reaching over 1,200 participants, and about 8,000 youth books checked out.

As of July 10, 2023, there are two vacancies system-wide, with interviews scheduled in the short-term for both.

BRL staff continued to achieve 100% completion of continuing education goals, and staff completed 227 total trainings in FY2023 (+11% YoY).

**Committee Reports**

*Budget & Finance* – Ms. Worsham asked Trustees to consider the upcoming budget preparation for FY2025. Please send any requests/thoughts to Ms. Moore.

*Personnel & Policy* – Ms. Vaughan – no report

### **Accounts Payable**

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

### **Unfinished Business**

None

### **New Business**

*Presentation of Committee Assignments* – Mr. Worsham announced Board committee assignments for FY2024. An updated Board Roster and Committee list were included in the meeting handouts.

**Budget & Finance:** Ms. Moore, Chair; Ms. Cuthbertson, Ms. Dawson, Ms. Lease, Ms. Manfred

**Personnel & Policy:** Ms. Vaughan, Chair; Ms. Blunt, Ms. Briggs, Ms. Claggett, Ms. Hedgepeth, Ms. Henderson

**Long Range Plan:** Ms. Hedgepeth, Chair; Ms. Blunt, Ms. Briggs, Ms. Dawson, Ms. Lease, Ms. Tynes, Ms. Vaughan  
Mr. Neal stated that the list is tentative, pending appointments to fill vacancies in Franklin and Isle of Wight.

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

Ms. Hedgepeth – Rawls Museum Arts will have a Call for Artists in August for a judged show with cash prizes. Please ask Ms. Hedgepeth for entry forms.

Mr. Worsham – expressed gratitude for the Board's confidence in his position as Chair. Please pay attention to monthly statistics.

Ms. Moore – Wakefield stats were off as they were closed for new carpet installation (the first since 1989!). Summer Reading is going well in Wakefield and Waverly.

Ms. Dawson – Summer Reading is going well in Surry. The Little Free Pantry is a huge highlight and much needed resource in the community. Kudos to Surry staff!

Ms. Henderson – attended the first meeting of the Isle of Wight Juneteenth 2024 planning committee. She and her husband are on the committee. There are plans for a larger event in 2024, details pending.

### **Announcement of Next Meeting**

Board Retreat will be held at 1:00 p.m. on September 20, 2023 at the Franklin Branch. The Blackwater Regional Library Board of Trustees meeting will immediately follow.

### **Adjournment**

Ms. Briggs moved, and Ms. Manfred seconded the meeting be adjourned. The vote was unanimous. The meeting was adjourned at 3:16 p.m.

Respectfully submitted,

Debbie Carter for  
Sylvia Claggett, Secretary